

Annex III - Report on the Aging of Cash Advances
 Schedule of Advances to Officers and Employees
 As of November 30, 2012

Agency Name: BSU - Malvar Campus
 Agency Code: _____

Book Title:
 Account Title: Advances to Officers and Employees
 Account Code: 148

Name	Particulars	Reference Check & Date	Total Amount	Amount Due			Remarks
				Less than 30 days	31 - 60 days	61 - 365 days	
Advances for Travel and Special Purposes							
1. Local Travel							
2. Foreign Travel							
3. Special Activities/Projects							
<u>Lydia C. Reyes</u>	For Accreditation Purposes	Check No.: 0000599384 Date: Nov. 28, 2012	P 30,000.00	P 30,000.00			Will liquidate on or before December 07, 2012
Total			P 30,000.00	P 30,000.00			

Certified Correct:

ANITA T. MANGUBOS
 Accountant I

Approved by:

DR. JESSIE A. MONTALBO
 Executive Director

Statement of Advances to Officers and Employees
as of November 30, 2012

Agency Name: Batangas State University ARASOF Nasugbu
Agency Code:

Book No.
Account Title: Due from Officers and Employees
Account Code: 148

Name	Particulars	Reference	Total Amount	Amount Due				Remarks
				Less than 30 days	31 - 60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes								
1. Local Travel								
Dr. Maria Luisa A. Valdez	cash advance for registration fee in attendance to the Joiny FFP-FAHP-FFPCC International Workconference on Nov. 26 - 27, 2012	C#0400403 dtd. Nov. 26, 2012	2,800.00	2,800.00				
Lorissa Joana E. Buenas	cash advance for expenses to be incurred of in attendance to the 11th National E-learning Conference of E-learning Society on Dec. 7-8, 2012 in Dumaguete City	C#0399911 dtd. 11/27/12	84,500.00	84,500.00				
2. Foreign Travel								
3. Special Activities/ Projects								
Marife G. Galvezo	cash advance to be used in purchasing common supplies for various offices and for stock	C#0416339 dtd. Nov. 23, 2012	14,929.46	14,929.46				
Maybelle R. Delas Alas	cash advance to be used in purchasing diesel for the school vehicles and generator	C#0416343 dtd. Nov. 27, 2012	14,999.00	14,999.00				
B. Advances to Regular Disbursing Officers								
Anna Lisa B. Villapando	cash advance for payment of wages of job order employees for the period Nov. 16 - 27, 2012	C#0416353 dtd. Nov. 29, 2012	55,961.88	55,961.88				
Elaine I. Laforteza	cash advance for payment of wages of student assistants for the period Oct. 16 - 31, 2012; salary differential under NBC 451 for the month of Nov. 2012; salaries and allowance of full-time contractual instructors for the period Oct. 16 - 31, 2012; wages of job order employees for Nov. 16-27, 2012	C#0399913 dtd. Nov. 29, 2012	296,182.33	296,182.33				
2. Seminar/Conference								
3 Expenses								
Anna Lisa B. Villapando	Petty cash fund	C#0346083 dtd Feb. 23, 2012	5,000.00			5,000.00		
Total			474,372.67	469,372.67		5,000.00		

Certified Correct,
ETL
ELEONOR T. LAÑA
Senior Bookkeeper

Approved by: *MD*
ENRICO M. DALANGIN
Executive Director

04-DEC-2012 13:24

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