



**REPORT ON AGEING OF CASH ADVANCE**  
**SCHEDULE OF ADVANCES TO OFFICER AND EMPLOYEES**  
As of November 15, 2017

**Book No:**  
**Account Title:** Due from Officer & Employees  
**Account Code:** 123

No.	Name/Designation	Date	Beginning Balance	Amount Granted	Liquidation	Balance	Less than 30 days	31 to 60 days	61-365 days	Over 1 year	Remarks
<b>A. Advances for Special Purposes</b>											
<b>1. Local travel</b>											
	None										
TOTAL				-	-	-					

Prepared by:

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Submitted by:

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Verified by:

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