

UNIVERSITY OF THE PHILIPPINES MANILA

**CHECKLIST FOR LIQUIDATION OF SPECIAL PURPOSE CASH ADVANCE
(Special Disbursing Officer)**

- Disbursement Voucher
- Budget Utilization Request (BUR) / Obligation Request (ObR) (if applicable)
- Approved Letter Request (if workshop/seminar/training)
- Liquidation Report
- Summary of expenses
- Official Receipts / Bills / Sales Invoices (photocopy of thermal paper)
- Reimbursement Expense Receipt (duly accomplished and signed)
- Photocopy of Official Receipt of Returned Unused Cash Advance (if any) (indicated specific purpose, date & travel destination of cash advance)
- Food (attendance / contract with the caterer, if applicable)
- Inspection and Acceptance Report
- Approved trip ticket (gasoline)
- Waste Material Report (in case of replacement/repair)
- Abstract of canvass from at least 3 suppliers for purchases involving P1,000 and above (except purchases made while on official travel)
- Acknowledgement Receipt of Equipment (ARE) if (Equipment / Furniture & Fixtures) / Inventory Custodian Slip (semi-expendable item / assets below P15,000)
- Itinerary of travel (transportation)

NOTE: Special Cash Advance - Liquidation papers should be submitted to Accounting Office within 10 days after the Purpose of the cash advance has been served.

Certified as to completeness of required documents.

Signature over printed name

Unit

Date