

REPORT ON AGEING OF CASH ADVANCES
SCHEDULE OF ADVANCES TO OFFICERS AND EMPLOYEES
 As of December 31, 2013

Agency Name: Bases Conversion and Development Authority
 Agency Code: _____

Book No. _____
 Account Title: Petty Cash Fund/Advances to Officers and Employees
 Account Code: 11104010/12134000

NAME	DATE CA GRANTED	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									
2. Foreign Travel									
Arnel Paciano Casanova	11/13/2013	Cash advance re: official trip to be part of the Philippine Business Outbound Mission to Tokyo, Japan on Nov. 18-21 2013 per FTO 09	JV# 2300005390	22,008.98					Refunded on 01/10/2014
Raul Buensalida	10/31/2013	Cash advance for expenses for activities related to the Outbound Mission to Japan SO# 294	CK# 2526464	15,000.00					Refunded on 01/03/2014
3. Special Activities/Projects									
Joshua M. Bingcang	11/04/2013	Cash advance for the construction of Troop Hutment for the two (2) SCAA Companies at CGC Project per SO# 201	CK# 2526471	9,440.00					Refunded on 01/13/2014
Gualberto J. Oyzon Jr.	11/28/2013	Cash advance to defray legal and filing fees, transportation, travel and miscellaneous expenses to be incurred as BTPI liquidator SO# 307	CK# 2548151	30,394.82					Refunded on 01/07/2014
Eduardo G. Policarpio	12/27/2013	Cash advance for registration fee on Asian Financial forum on Jan. 12-15, 2014 per FTO# 12	JV# 2300005493	103,873.00					Liquidated on 01/16/2014
B. ADVANCES TO REGULAR DISBURSING OFFICERS									
Marylou G. Zabat	01/31/2013	Petty cash fund of the OPCEO for CY 2013 per SO# 51	CK# 77003	9,831.90					Refunded on 01/07/2014
Arrey A. Perez	01/24/2013	Petty cash fund of the FMSD/COA for CY 2013 SO# 39	CK# 75379	132.61					Refunded on 01/06/2014
Elvira V. Estanislao	01/31/2013	Petty cash fund of the SAPMD for CY 2013 per SO# 49	CK# 77007	500.00					Refunded on 01/06/2014
Norma S. Pabustan	04/02/2013	Petty cash fund for emergency/miscellaneous expenses of GSD-Clark per SO# 100	CK# 77256	8,208.00					Refunded on 01/13/2014
TOTAL				199,389.31	-	-	-	-	

Certified Correct:


 CLEMENCIA P. VICENTE
 OIC - FSMD

Approved by:


 NENA D. RADOC
 VP - Financial Services Group