



Kolon Philippines Intl., Inc.

EXPENSE REPORT

Employee : CATHERINE R. BARDINGO

Department : Admin

Date : Dec. 11, 2025

Purpose : for liquidation

2512/030

DATE	DESCRIPTION	REF.	TOTAL	DEBIT	CREDIT
11/18	3 pack of nescafe		915.60		
	15 pack of creamer		1,935.00	Office supplies to Admin (part vrn)	9,363.57 636.43
	7 kls sugar washed		609.00	ADV. reimburse	10,000.00
	2 kls sugar brown		178.00		
12/11	15 pack of creamer		1985.00		
	3 pack of Nescafe		300.00		
	discount 9.00				
	5 sugar washed		435.00		
	5 sugar brown		400.00		
12/11	cafe Amado 6 packs		4560.00		
	discount: 840				
TOTAL			10,678.00		
Amount of Cash Advance			10,000.00	Check Voucher No.	
(Excess) / Reimbursement			-678.00	Service Invoice No.	

RECEIVED
BY: [Signature]
DATE: 12-12-25
TIME: 1:08

AUDITED
BY: [Signature]
DATE: 12/12/25

Prepared by: CATHERINE R. BARDINGO

Noted by: NORBERTO C. JUVEN JR. 12-12-25

Approved by: