

TO: WAREHOUSE DEPARTMENT
FROM: ACCOUNTING DEPARTMENT
DATE: DECEMBER 18, 2025
SUBJECT: FOC ENTRY FOR KCF-07TMGAC
REF. NO: FIN-000-25-B-35
CC: DC, File

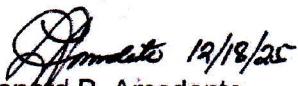
To help streamline our month-end reporting, please use the following details when recording Free of Charge (FOC) transactions for Model: **KCF-07TMGAC** in the QNE System:

- Stock Item: KCF-07TMGAC
- Transaction Type: FOC / Stock Issue
- Account/Category: Ads and Promo

This categorization ensures that all promotional units are correctly charged to the correct inventory category. This helps us maintain accurate financial records and prevents the need for manual corrections during our month-end closing.

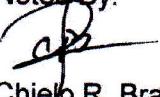
We appreciate your cooperation in applying this update to all future entries immediately.

Prepared By:

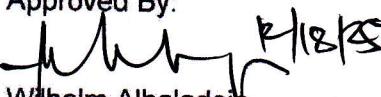

Leonard B. Amodente

Accounting Assistant III

Noted By:


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