



UNITED ARCHITECTS OF THE PHILIPPINES – STUDENT AUXILIARY

UAP National Headquarters 53 Scout Rallos Street, Brgy. Laging- Handa, Diliman,
Quezon City

OFFICE OF THE NATIONAL TREASURER

		EVENT/PURPOSE	
OFFICER-IN-CHARGE		POSITION	
DESIGNATED TREASURER		CONTACT NUMBER	

PROCEDURE FOR REQUEST:

1. All requests must be made a full 4 weeks (20 Working Days) ahead before a disbursement.
2. All requests must have accompanying contracts and/or quotations duly signed by the merchant. In the case the merchant cannot provide proper documentation, the officer-in-charge must provide it.
3. Requests shall be submitted via e-mail uapsa.nt.gailo@gmail.com and cc to uapsa.na.tenoso@gmail.com and uapsa.np.gayanilo@gmail.com for approval and copy furnished to the office of the Secretary-General at uapsa.sg.deguzman@gmail.com.
4. Requests on events not yet approved shall be held until approval.

PARTICULARS	AMOUNT	PURPOSE	ISSUED TO

LIQUIDATION CLAUSE:

1. All requests not directly issued to the merchant/supplier shall be subject to liquidation (i.e. operational budget) and proper justifications.
2. All transactions must be accompanied by an OFFICIAL RECEIPT together with the Treasury Liquidation Form.
3. In the case of no official receipt (i.e. Jeepney Rides must be detailed from origin to destination), the transaction must be justified accordingly at the Treasury Liquidation Form.
4. All forms of monetary transactions must have complete documentation and liquidation forms. Failure to submit complete liquidation forms shall be subject to proper budgetary sanctions as well as the return of funds unliquidated.
5. Signing the request below entails the full understanding of the terms and conditions set by the Office of the National Treasurer.
6. All liquidation documents (i.e. liquidation form, copy of receipt) must be sent via email to uapsa.nt.gailo@gmail.com, uapsa.na.tenoso@gmail.com and uapsa.sg.deguzman@gmail.com.

Submitted by:

Signature over Printed Name/Date

Approved by:

Gailo, Patricia Mae M., uapsa-mapua



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National Treasurer