

CHECK DISBURSEMENT RECORDS
MAINTENANCE & OTHER OPERATING EXPENSES (2221-9001-22)
PASAY CITY EAST HIGH SCHOOL

Agency

ERLINDA LACERNA - ALO Accountable Officer			Disbursing Officer II Official Designation			501-301 Station	
Date	Check		Name of payee	Nature of payment	NCA Received/ Deposit made	Checks Issued	Bank/ NCA Balance
	No.	Date Released					
07/04/16			Received NCA # 0011743		351,500.00		351,500.00
07/12/16	0000028901		FT BAUTISTA ENTERPRISES	To payment for Identification Card for Junior & senior high school students with lamination and ID lace with school name		147,392.00	204,108.00
07/12/16	0000028902		LCR COMPUTER TRADING	To payment for printer and ink		46,416.00	157,692.00
07/12/16	9920160701		ERLINDA L. ALO	Replenishment of petty cash fund		14,974.25	142,717.75
07/28/16	9920160706		TEODICA TRADING	To payment for various school supplies		90,136.60	52,581.15
07/28/16	9920160707		VERACAP TRADING	To payment for other supplies and materials for SHS		37,007.80	15,573.35
			BALANCE AS OF JULY 2016				15,573.35
CERTIFICATION							

I hereby certify that the forgoing is a correct and complete record of all checks issued by me in my capacity as Disbursing Officer II of Pasay City East High School during the period from **July 1, 2016** to **July 31, 2016** inclusive, as indicated in the corresponding columns.

ERLINDA LACERNA - ALO
Name and Signature

July 29, 2016
Date

193,808.00 check

335,926.65 total

142,118.65 ada