

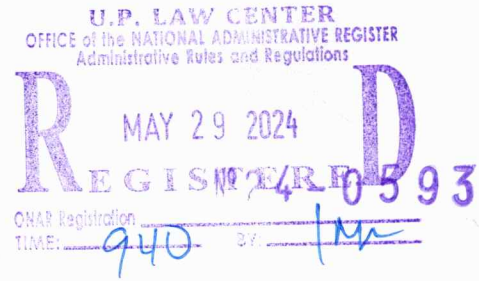


MAY 24 2024

MEMORANDUM No. **2024-22**

TO : ALL ELECTRIC COOPERATIVES (ECs)

SUBJECT : REVISED POLICY ON CASH ADVANCES OF EC OFFICIALS AND EMPLOYEES (1st Revision)



I. RATIONALE

Cash advances of EC officials and employees continue to increase despite efforts to contain the same to a minimal level or only to the most urgent cases. Although some ECs have adopted policies to curb cash advances, implementation has been wanting as shown by the Monthly Financial and Statistical Report (MFSR) submitted to NEA.

II. OBJECTIVE

To regulate the grant of cash advances to EC officials and employees and to ensure proper implementation of EC policy for this subject.

III. GENERAL GUIDELINES

1. All requests for travel cash advances must be supported by an approved itinerary of travel including predetermined estimate of expenses.
2. Cash advances of any nature should never be charged as outright expenses.
3. Only the purchasing specialist/purchaser can be given cash advance for purchases.
4. Any excess of cash advance over the actual authorized amount as liquidated must be immediately refunded within ten (10) days from the completion of travel or purchase.
5. No official or employee of the EC shall be granted any cash advance until he/she shall have fully liquidated all previous cash advances.
6. Liquidation must be made within ten (10) days after the completion of travel and/or purchasing activity to be fully supported by all of the following:



FOR TRAVEL

- a. Approved Travel Order and Itinerary of Travel
- b. Transportation Tickets/Receipts
- c. Certificate of Appearance
- d. Travel Liquidation Report

FOR PURCHASES

- a. Requisition Voucher
- b. Purchase Order
- c. Canvass
- d. Official Receipt
- e. Sales Invoice
- f. Delivery Receipt
- g. Receiving Report

7. Personal cash advances are not allowed. However, for Medical Loan, Educational Loan and Credit Union Loan, the EC may adopt a policy for the establishment of funds for these purposes. **IN NO CASE SHALL SUCH LOANS BE DRAWN AGAINST THE EC RETIREMENT FUND.**

IV. RESPONSIBILITY

The responsibility of implementation rests on the EC General Manager.

V. EFFECTIVITY

This policy shall take effect immediately after fifteen (15) days upon filing with the University of the Philippines Law Center pursuant to Presidential Memorandum Circular No. 11 dated October 9, 1992.

ANTONIO MARIANO C. ALMEDA
Administrator



U.P. LAW CENTER
OFFICE OF THE NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

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REGISTERED 24-0593
ONAR Registration
TIME: 940 BY: [Signature]