

ANNEX 8 - REPORT ON THE AGING OF CASH ADVANCES
Schedule of Advances to Officers and Employees
As of December 31, 2017

Agency Name : NORTHWEST SAMAR STATE UNIVERSITY (Main Campus)
Agency Code :

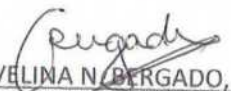
Book Title Special Trust Fund (STF)
Account Title Advances for Special Disbursing Officer
Advances to Officers and Employees
Account Code 1 99 01 030
1 99 01 040

Name	Particulars	Reference (Check No. & Date)	Total Amount	Amount Due				Remarks
				Less than 30 days	31-60 days	62-365 days	Over 1 Year	
A. Advances for Travel and Special Purposes								
1. Local Travel								
Macasa , Francisco	TEV 09/6-8/2016	9/5/2016 773919	2,727.00				2,727.00	Partially Liquidated May 2017
2. Foreign Travel								
3. Special Activities/Projects								
B. Advances to Regular								
Disbursing Officers								
1. Payroll								
Magbutay , Lorna	Payroll-Tax Refund CY2017	12/27/2017 866461	4,343.25	4,343.25				Ret. CA OR#2748564 1/12/18
2. Seminar/Conference Expenses								
Totals			7,070.25	4,343.25	-	-	2,727.00	

Certified Correct:


CORNELIO C. BAUTISTA JR.
Head Accounting Office

Approved by:


AVELINA N. BERGADO, Ed. D.
SUC President III

Verified by:


EVELYN C. TAN
State Auditor IV

Date Submitted: _____