

Annex 3-Report on the Aging of Cash Advances

Schedule of Advances to Officers and Employees  
As of November 30, 2012

Agency Name : **CARAGA STATE UNIVERSITY**  
Agency Code :

Book Title : Advances to Officers and Employees  
Account Title : Advances to Officers and Employees  
Account Code : 148

Name	Particulars	Reference		Total Amount	Amount Due				Remarks
		Check No.	Date		Less than 30 days	31-60 days	61-365 days	over 1 year	
Advances for Travel and Special Purpose									
1. Local Travel									
TOMAS M. AUSTRAL, JR.	To cash advance for travelling expenses to attend the 9th National Organic Agriculture Congress (NOAC) on November 6-8, 2012 at Cebu City	37533684	10/29/2012	7,694.00	7,694.00				
CARMELITA C. LIPIO	To cash advance which will be used to defray meals and snacks of faculty and speaker during lakbay - aral	37533698	10/30/2012	2,000.00	2,000.00				
RAQUEL M. BALANAY	To cash advance for travelling expenses to attend Minda Consultative Meeting and ISP on Oil Palm on Nov. 9 & 13, 2012	8002226	11/7/2012	6,390.00	6,390.00				
ESAMEL M. PALUGA	To cash advance for travelling expenses for Jasper M. Delos Santos in going to Surigao del Norte to gather data for University Tracer Study on Nov. 23-30, 2012	8002261	11/23/2012	5,694.00	5,694.00				
LUISITO I. TABADA	To payment of travelling expenses to Surigao City to gather datas for University Tracer Study On Nov. 26-30, 2012L	8002262	11/23/2012	5,030.00	5,030.00				
DANILO A. GA-AS	To payment of cash advance which will be used to purchase materials for the repair of Thresher machine.	100619	11/21/2012	2,000.00	2,000.00				
JOANNA B CUENCA	To cash advance for travelling expenses to attend 2012 MASCUF Competition in BSU, Malaybalay City Bukidnon on November 26-30, 2012	37533775	11/9/2012	10,000.00	10,000.00				