

RESEARCH EXPENSES WITHOUT PO FORM
(Liquidation of Cash advance/ Reimbursement of Expenses)

This form is intended solely for processing research expenses exempted from procurement process as approved by the President’s Council on July 29, 2016. It is not intended to be used for any other purpose. Project Proponent/ Director shall utilize this form in requesting for cash advance or reimbursement of research expenses covered by the exemption. The accomplished form (including clearances) will be submitted to Finance and Accounting Office with the following documents attached:

- Budget line item of the research project (highlighting the item purchased/ to be purchased)
- Sole source/ authorized distributor certification (for distributor/ intermediary supplier)
- Receiving report issued by AMO (for capital assets)
- Property accountability form issued by AMO (for capital assets)

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