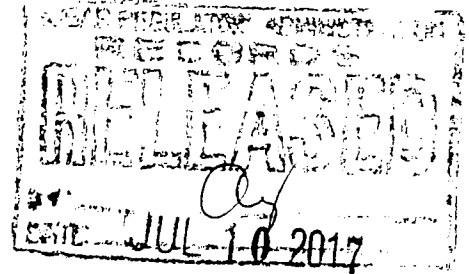




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336

MEMO-AFD-ACC-17-Jun-014

June 29, 2017



MEMORANDUM CIRCULAR No. 10

TO : ALL SRA OFFICIALS AND EMPLOYEES

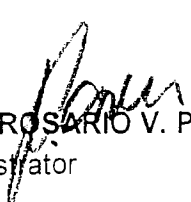
RE : *Reimbursement of expenses not requiring official receipts*

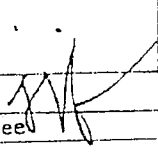
With reference to COA Circular No. 2017-001 dated June 19, 2017, a copy of which is attached hereto for your reference, please be informed that expenses incurred by government officials and employees in the discharge of their official functions amounting to **P 300.00 or less** need not be supported by official receipts **except** for the following:

- a. Payment of fares in public utility vehicles issuing receipts
- b. Purchases in business establishments issuing receipts

In lieu of Reimbursement Expense Receipt (RER), the official/employee concerned is required to submit a certification for expenses P300.00 or less as supporting document (Annex A).

For compliance.


ANNA ROSARIO V. PANER
Administrator

(Agency Name)			
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS <i>Pursuant to COA Circular No. 2017-001 dated June 19, 2017</i>			
Name of Employee		Employee No.	
Office			
Division			
Particulars		Amount (P)	
TOTAL			
Purpose			
<i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that wilful falsification of statements is punishable by law.</i>			
	Certified correct:	Noted by:	
Signature			
Printed Name	Employee		Immediate Supervisor
	Date	Date	

