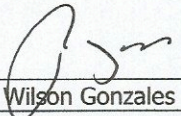


Policy No:	ADM-POL-AUD-0004
Policy Title:	Revolving Fund and Petty Cash Fund Audit Policy
Implementation Procedure:	ADM-PROC-AUD-0004 Revolving Fund and Petty Cash Fund Audit Procedure
Date of Issuance:	S.Y. 2010-2011
Effectivity:	S.Y. 2010-2011 to present
Page Number:	
Office of Origin: (Policy Expert)	Audit Services Department
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to detail the Colegio's terms and conditions in the conduct of Revolving Fund and Petty Cash Fund Audit.
Detailed Policy Statement:	As an element of the Colegio's core business functions, the revolving fund and petty cash fund shall be audited regularly on a surprise basis.
Applicability:	All offices
Policy Approval Authority:	Director of the Audit Services Office
Related Policies or References	
Definition:	
Prepared by	Audit Services Office
Approved by:	 Mr. Wilson Gonzales
Date of Approval	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.