

**DAVAO CITY WATER DISTRICT
COMMERCIAL SERVICES DEPARTMENT**

CSD-F06 Rev. No. 0 Aug. 1, 2018

REIMBURSEMENT SUMMARY

_____ Date

THE MANAGER

Accounting and Budget Department

Please prepare a check voucher in favor of _____ a _____
 with a total sum of _____ P _____ for
 reimbursement of gasoline epenses incurred for _____

_____	_____	km x _____	= P _____
_____	_____	km x _____	= P _____
_____	_____	km x _____	= P _____
_____	_____	km x _____	= P _____
_____	_____	km x _____	= P _____
_____	_____	km x _____	= P _____
_____	_____	km x _____	= P _____

Total = P _____

Prepared by:

Checked by:

Noted by:

Engr. Ruth Agnes G. Chavez
 Division Manager A, Customer Care

Roberto S. Delos Reyes
 Manager, Commercial Department

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