



Control #: _____

**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)

Research Project			
Item Description and quantity			
Supplier		Project Proponent/ Director	
Total Amount		Charged to	
Approved budget		Account Name	
Purchase method	<input type="checkbox"/> Cash Advance <input type="checkbox"/> Reimbursement	Account Number	

1. Exempted Research expenses/ purchases

Does the purchase fall under any of these categories? If no, then please proceed via procurement process.

Item Type	
Externally-Funded Research	Internally Funded Research
<input type="checkbox"/> Off-the-shelf scientific equipment and supplies not exceeding P80,000	<input type="checkbox"/> On-line economy class flight tickets not exceeding P80,000 (outside Asia) or P30,000 (within Asia)
<input type="checkbox"/> Specialized scientific/ laboratory services not exceeding P80,000	<input type="checkbox"/> On-line hotel bookings not exceeding P8,000 (overseas) or P5,000 (local) per night
<input type="checkbox"/> On-line economy class flight tickets not exceeding P80,000 (outside Asia) or P30,000 (within Asia)	<input type="checkbox"/> On-line scientific software and databases directly from vendor or developer not exceeding P80,000
<input type="checkbox"/> On-line hotel bookings not exceeding P8,000	<input type="checkbox"/> On-line scientific literature not exceeding P20,000



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Externally-Funded Research	Internally Funded Research
(overseas) or P5,000 (local) per night <input type="checkbox"/> On-line scientific software and databases directly from vendor or developer not exceeding P80,000 <input type="checkbox"/> On-line scientific literature not exceeding P20,000 <input type="checkbox"/> On-line research dissemination expenses not exceeding P40,000 <input type="checkbox"/> Field expenses incurred in remote location for which official receipts are not available amounting to P10,000 or less <input type="checkbox"/> Field expenses for repairs and maintenance of equipment not exceeding P15,000	

2. Additional requirements to be accomplished and submitted to Finance and Accounting Office.

Supplier	<p>Is the supplier accredited?</p> <p>If yes, please indicate supplier accreditation number</p> <p><input type="checkbox"/> Supplier accreditation no. _____</p> <p>If not, please request for clearance from Procurement Office.</p> <p><input type="checkbox"/> Supplier not accredited, cleared by Procurement Office _____</p> <p align="right"><i>Signature over printed name</i></p>
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Withholding Tax	<p>Was the purchase made using credit card?</p> <p><input type="checkbox"/> Yes, purchase was made via credit card</p> <p>If not, kindly indicate how will the tax be withheld from the options below.</p> <p><input type="checkbox"/> ___% of WHT applicable amounting to P_____ to be complied with</p> <p style="padding-left: 40px;"><input type="checkbox"/> via Creditable Withholding Tax (CWT) Form no. 2307</p> <p style="padding-left: 40px;"><input type="checkbox"/> by charging to college overhead cost with account no. _____</p> <p align="center">cleared by College Dean _____</p> <p align="right"><i>Signature over printed name</i></p>
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Technical evaluation	<input type="checkbox"/> Not applicable, item/s is not specialized and will not installed <input type="checkbox"/> Item/s are specialized or will be installed cleared with technical evaluators <input type="checkbox"/> ITS <input type="checkbox"/> Facilities Management _____ <p style="text-align: right;"><i>Signature over printed name</i></p>
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I hereby declare that the foregoing answers to this form are true and correct to the best of my knowledge and belief; and that the supplier selected is not my relative nor of any member of my research team. With this, I take full accountability for this purchase.

Signature over printed name
Research Project Proponent/Director

Approved by:

Dr. Raymond Girard Tan
Signature over printed name
Vice Chancellor for Research and Innovation