

### APPLICATION FOR PETTY CASH LOAN

I, \_\_\_\_\_ hereby apply for a petty cash loan of \_\_\_\_\_ PESOS for a period of \_\_\_\_\_ (\_\_\_\_) months to be repaid in ( ) monthly ( ) lumpsum payment of \_\_\_\_\_ PESOS (P \_\_\_\_\_). The first payment shall be on \_\_\_\_\_, 20\_\_\_\_. PURPOSE/S \_\_\_\_\_

APPROVED: P \_\_\_\_\_  
\_\_\_\_\_  
Credit and Collection Committee Date

#### AUTHORIZATION

I/WE authorize

M \_\_\_\_\_  
whose signature appears below to receive the amount indicated on this PCL LOAN APPLICATION.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Signature of Authorized Party

PARTICULARS		Amount Due	
Petty Cash Loan	P _____		
Less:			
PCL Balance	_____		
Service Fee	_____		
Fines	_____		
_____			

#### PLEDGE OF DEPOSITS AND SHARE CAPITAL

I, the undersigned, hereby pledge all my current and future deposits and shares of stocks in this Cooperative as security for the loan as evidenced by a note dated \_\_\_\_\_, 20\_\_\_\_, in the amount of \_\_\_\_\_ pesos (P \_\_\_\_\_), executed by me payable to the UPLB CREDIT AND DEVELOPMENT COOPERATIVE (UPLBCDC), College, Laguna. This pledge is given to secure the payment of the above described loan and interest, fines, cost, or expenses that may accrue thereon, and I hereby authorize the Cooperative to apply any or all such deposits and shares of stocks to the payment of the said loan and interest, fines, costs, or expenses.

\_\_\_\_\_  
PB No.

\_\_\_\_\_  
Name in Print

\_\_\_\_\_  
Member's Signature

*Note: The UPLBCDC reserves the right to waive sending notices to borrowers on due dates of their petty cash loans.*

## UPLB Credit and Development Cooperative

# C A S H D I S B U R S E M E N T V O U C H E R

DEBIT	CODE	PARTICULARS	CREDIT
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PREPARED	CERTIFIED	FOR TELLERS USE ONLY		
		No. of pcs.	Denomination	Amount
			1,000.00	P
			500.00	
VERIFIED	POSTED		200.00	
			100.00	
			50.00	
			20.00	
APPROVED	PAID		10.00	
			5.00	
			1.00	
			0.25	P

\_\_\_\_\_  
Payee