

PANAGA CLUB
AUTHORISATION FOR BSP & BLNG SPONSORED LUNCH/DINNER/OTHER

Thank you for using the Panaga Club facility. Company policy requires you to fill in this form and obtain authorization prior to your planned use of the facility. Please make sure that Panaga Club Administration Office receives this form in time and if you do not obtain authorisation in advance, you can still use the facility but you will be charged personally for the expenditure incurred. You can settle these charges with the Company through the Company expense claim procedure.

1. The requester must duly complete the form with correct account number to be charged for the room hire fee and any catering orders. The requester must sign the form and any chits attached.
2. The requester to get approval/signature from the Department/Division Head/Management.
3. The requester must ensure that the above are adhered to before returning the form and chits to Panaga Club Administration Office. For further details kindly contact Venue Booking Administrator on 2234 or Restaurant Manager / Restaurant Secretary on 2350.

Name of requester		Ref. Ind.	
Service No.		Tel. No. & Email:	

Location		Day/Date		Time:	
Function					

Quantity/No of day	Particulars	Unit Price/Day	Total \$
day	Room hire fee of \$150 or/and \$50 per day		
Food			
Drinks			
Others			
	TOTAL		

ACCOUNT NUMBER TO BE CHARGED:

Please tick Company Code: BN01 for BSP / BN03 for BLNG

GL Account (8 character, e.g. A7988090) - **Compulsory**

A	7						
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Cost Center (6 Digit, e.g. 100335) **OR**

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WBS Element (e.g. OBNDRTOTHGEN0100001), if applicable

Signature of requester : _____ Date : _____

APPROVAL (as per normal expense claim and BSP & BLNG Manual of Authorities):

Division/Department Head : _____ Date : _____

BSP/BLNG Management : _____ Date : _____

PANAGA CLUB
GUIDELINE REGARDING BSP & BLNG SPONSORED LUNCH/DINNER/OTHER

The internal audit department of BSP (FAU) has requested the Panaga Club Treasurer to address the issue of Company sponsored lunches, dinners and others. During a recent BSP & BLNG expenses audit, it became apparent that lunches and dinners ordered at Panaga Club catering outlets can be signed by the same person and charged to BSP/BLNG expense accounts without approval of another (higher) line of authority. This practice is not in accordance with the BSP/BLNG Manual of Authorities.

Therefore the following guideline will be implemented with immediate effect at the Panaga Club. Any person (BSP/BLNG staff) intending to use Club facilities for Company sponsored activities has two options:

1. Obtain BSP/BLNG authorization in advance

The Panaga Club Administration Office has a form to be filled in by each person requesting a Company sponsored activity. The requester obtains BSP/BLNG approval from a higher line of authority prior to the lunch, dinner or other activity-taking place. The Panaga Club Administration Office must have the completed and signed form back in time. All costs will be charged to BSP/BLNG directly by the Club Accounts Office.

2. Staff incur costs directly

If no prior approval as per option 1 above is obtained, the staff signing for the lunch/dinner/other will be charged directly through their own service number. The costs incurred can be claimed back from BSP/BLNG via an expense claim. Obviously, the person will have to be a Panaga Club member to be allowed to sign chits.

In addition it is important to stress that chits should in all cases give clear information as to the reason of the costs, full name and reference indicator and the service number.

Club Treasurer
15 April 1997