

**ANNEX A**

(Agency Name)			
<b>CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS</b> <i>Pursuant to COA Circular No.2017-001 dated June 19, 2017</i>			
<b>Name of Employee</b>		<b>Employee No.</b>	
<b>Office</b>			
<b>Division</b>			
<b>Particulars</b>		<b>Amount (₱)</b>	
<b>TOTAL</b>			
<b>Purpose</b>			
<i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that wilful falsification of statements is punishable by law.</i>			
	Certified correct:		Noted by:
<b>Signature</b>			
<b>Printed Name</b>			
	<b>Employee</b>		<b>Immediate Supervisor</b>
	<b>Date</b>		<b>Date</b>