

Barangay \_\_\_\_\_

City of Zamboanga

Province of Zamboanga del Sur

## TRANSMITTAL LETTER (TL)

Date: \_\_\_\_\_

To: **SYLVIA P. BINARAO**

*City Accountant*

City of Zamboanga

Madam:

We submit herewith the original copies of the disbursement vouchers issued for the month of \_\_\_\_\_ duly acknowledged by the payees together with the supporting documents, and copies of the corresponding checks and Punong Barangay's Certification (PBC).

DV		Check		Payee	Amount	PBC/s Issued	
<i>Date</i>	<i>No.</i>	<i>Date</i>	<i>No.</i>			<i>Date</i>	<i>No.</i>

Please acknowledge receipt hereof.

Very truly yours,

\_\_\_\_\_  
*Barangay Treasurer*

\_\_\_\_\_  
Date

Noted by:

\_\_\_\_\_  
*Punong Barangay*

\_\_\_\_\_  
Date

