

METRO COTABATO WATER DISTRICT

Cotabato City

No 857

REFUND AUTHORIZATION

Memo to : Accounting Section

Date _____

From : Commercial Division

Customer : _____

Account No.: _____

Service Connection No. _____

Our record shows that the amount of _____ pesos (₱ _____) is due to the above customer as a refund of:

- Guarantee Deposit received in excess of amount due from customer
- Others (Specify)

Computation:

Amount received from customer (O.R. No. _____ dated _____)	₱ _____
less amount due from customer	_____
Amount to be Refunded	₱ _____

Reason for Refund: _____

Prepared by: _____

Approved by: _____