

Detailed Cash Disbursement Statement

Company Name: Acme Corporation

Prepared By: John Doe

Period Covered: January 1, 2024 – January 31, 2024

Date Prepared: February 2, 2024

Date	Payee	Description	Reference No.	Amount
2024-01-03	ABC Supplies	Purchase of office stationery	CHK-1001	200.00
2024-01-05	Jane Smith	Travel reimbursement	CHK-1002	145.75
2024-01-12	XYZ Utilities	January electricity bill	CHK-1003	320.40
2024-01-18	Acme Rent	Office rental payment	CHK-1004	1,200.00
2024-01-23	TechFix Services	Printer maintenance	CHK-1005	97.50

Total Disbursements 1,963.65

Important Notes

- All disbursement entries should be supported by official receipts, invoices, or payment vouchers.
- Ensure accurate and timely recording to maintain proper accountability and transparency.
- Statements should be reviewed and approved by designated personnel before filing.
- This document serves as an essential internal control for financial monitoring and audits.