

Cash Disbursement Slip

Disbursement No.: CDS-2024-056

Date: 2024-06-10

Payee: John Doe

Department: Finance

Prepared by: Jane Smith

Particulars	Account Code	Amount	Remarks
Office Supplies Purchase	502-1001	500.00	Invoice #A1234
Travel Reimbursement	505-2302	350.00	Trip to Main Branch
Total		850.00	

Prepared by:

Date: _____

Approved by:

Date: _____

Received by:

Date: _____

Important Notes:

- Ensure all supporting documents are attached before approval and release.
- All amounts must be verified and authorized as per company policy.
- This document serves as an official record for cash outflows.
- Signatures from authorized personnel are required for validity.