

Cash Expense Payment Slip

Slip No.:		Date:	__ / __ / __
Paid To:			
Department:		Account Code:	

No.	Description of Expense	Amount	Remarks
1			
2			
3			
TOTAL			

Amount in Words:

Prepared By

Approved By

Received By

- This slip should be filled completely and accurately for each cash expense payment.
- All expenses must be supported by original receipts or valid supporting documents.
- Authorization (approval) is required before disbursement of funds.
- Keep a copy of the completed slip and related documents for record-keeping and audit purposes.
- Alterations or corrections should be countersigned by the approving officer.