

Petty Cash Non-Salary Disbursement Form

Date		PC No.	
Department		Requester	

Details of Disbursement

No.	Description	Reference / Voucher No.	Amount	Remarks
1				
2				
3				
Total				

Prepared By:

Name & Signature

Checked By:

Name & Signature

Approved By:

Name & Signature

Received By:

Name & Signature

Important Notes:

- This form is strictly for non-salary related petty cash expenses only.
- Original receipts or supporting documents must be attached with the submission.
- All fields must be completed and authorized signatures obtained before reimbursement.
- Incorrect or incomplete forms may cause delays in processing the disbursement.
- Retention of proper records is essential for audit and compliance purposes.