

PETTY CASH SLIP

Slip No.: _____
Date: _____
Department: _____

Particulars

No.	Description	Amount
Total		

Amount in words: _____

Requested By

Authorized By

Received By

Important Notes

- All details must be filled out clearly and accurately.
- Receipts and supporting documents should be attached where applicable.
- Petty cash slips must be authorized before disbursement of funds.
- Maintain a copy of the slip for audit and record-keeping purposes.