

Cash Expense Slip

Date:

Slip No.:

Department:

Paid To:

No.	Description of Expense	Amount	Remarks
Total			

Purpose / Reason for Expense:

Requested By

Approved By

Received By

- This slip must be fully completed and authorized before any payment is made.
- Attach supporting documents or receipts whenever possible.
- Retain this document for accounting and audit purposes.
- Used for minor cash purchases or small expenditures only.