

Petty Cash Disbursement Slip

Date:

Slip No.:

Requested By

Name _____ Department _____

Date Needed _____ Purpose _____

Disbursement Details

Description	Account Code	Quantity	Unit Cost	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Amount				_____

Attachments and Remarks

Attachments _____

Remarks _____

Requested By

Checked & Verified By

Approved By

Received By

Important Notes:

- All petty cash disbursements must be supported by valid receipts or documentation.
- Only expenses that qualify as petty cash transactions should be recorded on this slip.
- Obtain all necessary approvals before releasing any funds.
- Ensure total amount is within the allowable petty cash limit.
- Submit this slip with all supporting documents to the finance department for reconciliation.