

# Petty Cash Disbursement Slip

Date:

Slip No.:

## Requested By

Name \_\_\_\_\_ Department \_\_\_\_\_  
Date Needed \_\_\_\_\_ Purpose \_\_\_\_\_

## Disbursement Details

Description	Account Code	Quantity	Unit Cost	Amount
<b>Total Amount</b>				

## 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.