

PETTY CASH EXPENSE SLIP

Slip No.

(Auto-generated or Enter Slip Number)

Date**Department / Section**

Enter Department / Section

Prepared By

Enter Name

#	Expense Description	Account Code	Amount	Remarks
1	Description	Code		Remarks
2	Description	Code		Remarks
3	Description	Code		Remarks
TOTAL				

Purpose / Justification

State clearly the reason or justification for this expense

Received By

Name of recipient

Approved By

Name of approver

Prepared By

Received By

Approved By

- Attach supporting receipts and documents for all claimed expenses.
- Petty cash should be used for minor and urgent expenses only, as per company policy.
- Ensure all fields are properly filled and authorized signatures are obtained before submission.
- Submit this slip to the finance department for replenishment and records.