

# Petty Cash Receipt Slip

Receipt No.:

Date:

Received From:

Department:

Contact No.:

Amount (in figures):

Amount (in words):

Purpose/Description:

Breakdown (if any):

Item/Description	Amount	Remarks

Requested By / Received By

Approved By

Petty Cash Custodian

Important Notes:

- All receipts must be supported by valid documentation (e.g., invoices, bills).
- No alterations or erasures are permitted; please fill in the form clearly.
- Petty cash is for minor and urgent expenses only, according to company policy.
- This slip should be signed by both the receiver and the petty cash custodian.
- Keep a copy of each slip for audit and record-keeping purposes.