

PETTY CASH EXPENSE SLIP

(Printable Template)

Slip No.:

Date:

Department:

Paid To:

Purpose:

No.	Description	Amount
Total		

Amount in Words:

Prepared By:

Approved By:

Received By:

- Ensure all expenses are supported by valid receipts or documents.
- This slip must be approved by authorized personnel before disbursement.
- Used for recording small, non-recurring expenditures only.
- Retain a copy for audit and record-keeping purposes.
- Do not leave any fields blank to maintain accuracy and accountability.