

Petty Cash Slip

Date: _____
Slip No.: _____

Paid To: _____
Department: _____

S/N	Description	Amount	Remarks
1			
2			
3			
4			
Total			

Amount in Words: _____

Prepared By _____

Approved By _____

Received By _____

Important Notes:

- Ensure all expenses are supported with proper receipts or invoices.
- Fill out each section carefully for transparency and record-keeping.
- Approvals are required before cash is disbursed.
- Signatures from all relevant parties are mandatory for the slip to be valid.
- Petty cash slips should be numbered sequentially for tracking purposes.