

# Detailed Office Supplies Petty Cash Disbursement Form

Please complete all fields as applicable for the disbursement of petty cash for office supplies.

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Petty Cash Voucher No.: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

#	Item Description	Quantity	Price/Unit	Total	Remarks
1	Ballpoint Pens	2 Boxes	50.00	100.00	For Admin Dept.
2	A4 Paper Ream	5	150.00	750.00	Weekly stock
3	Stapler	1	120.00	120.00	Replacement needed
4					
5					
Grand Total					

Purpose of Disbursement:

Requested By:

Approved By: \_\_\_\_\_

Received By:

\_\_\_\_\_

Supporting Documents Attached: ☐ Receipts ☐ Quotation ☐ Others: \_\_\_\_\_

## Important Notes:

- This form should be completed and approved before any petty cash is disbursed.
- Attach original receipts and relevant supporting documents for all purchases.
- Ensure item descriptions and purpose are accurately detailed.
- This form is subject to review by accounting and audit teams.
- Unutilized cash and receipts must be reconciled immediately after purchase.