

Monthly Petty Cash Statement

Office Supplies

Month: June 2024
Department/Office: Administrative Office
Responsible Person: Jane Doe

Date	Description	Voucher No.	Amount	Paid To	Remarks
03/06/2024	Printer Paper (A4, 2 packs)	PC-071	â,±540.00	ABC Stationery	-
08/06/2024	Pens & Markers	PC-072	â,±320.00	XYZ Office Mart	-
14/06/2024	File Folders (Pack)	PC-073	â,±180.00	Paper Plus	-
20/06/2024	Stapler & Staples	PC-074	â,±210.00	ABC Stationery	-
25/06/2024	Adhesive Tape (2 rolls)	PC-075	â,±140.00	XYZ Office Mart	-

Total Expenses: â,±1,390.00
Petty Cash Replenished: â,±1,390.00
Balance at Month End: â,±0.00

Prepared by
Jane Doe

Reviewed by
John Smith

Approved by
Mary Lee

- Attach all original receipts or vouchers for each petty cash expense listed above.
- This document should be reviewed and approved by the department head or authorized officer.
- Ensure all entries are legitimate office supply expenses and within the petty cash policy limit.
- Any discrepancies must be investigated and resolved before replenishment.
- Keep this statement on file as supporting documentation for financial audits.