

Petty Cash Expense Submission

Date: _____ Submission No.: _____
Name of Requester: _____ Department: _____

Details of Expenses

#	Description	Date	Receipt No./Attachment	Amount
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
Total				_____

Purpose/Remarks

Requested By

Name & Signature

Approved By

Name & Signature

Received By

Name & Signature

Important Notes:

- All expenses must be supported by original receipts or valid proof of payment.
- This form should be duly approved prior to cash disbursement or reimbursement.
- Each expense must have a clear, specific description and purpose.
- Misuse of petty cash may result in disciplinary action.
- Keep this document for record-keeping and audit purposes.