

PETTY CASH LIQUIDATION REPORT

Requestor's Name: JOSE GERRY I JACABA JR

Date of Requisition: January 2023

Date of Liquidation:

[illegible]

Total	3,400.00	
Less: Petty Cash Received		
Advances from (Advances to) employee		

Prepared by:

JOSE GERRY/JACABA JR

Requestor's Signature/ date

GERALD DINGLASAN

Signature over printed name of the Immediate
Superior/ date

Reviewed by:

Signature over printed name of
the Petty Cash Custodian/ date

Applicable if the liquidation resulted to "Advances from" employee:

Received by:

Signature over printed name of
the Requestor/ date

Applicable if the liquidation resulted to "Advances to" employee:

Received by

Signature over printed name
of the Petty Cash Custodian/
date

Note: "Remarks" shall be filled out by the Petty Cash Custodian