PETTY CASH LIQUIDATION REPORT

REIMBURSEMENT

Requestor's Name: JENIFER RAPISTA

Date of Requisition: Nov 18, 2022

Date of Liquidation: Nov 21, 2022

		Destination				Supplier details								
Date	Particular	From	To	Amount	Remarks	Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
21-Nov-22	CHARGES			5,883.60										
						LOCAL CLEARANCE FEE - FOR DHL AWB 3101283511 FITBIT Shipment								
				5,883.60										
Less: Petty Cash Received					5,883.60									
Advances from (Advances to) employee					-									

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

Prepared by:

JENIFER RAPISTA

Requestor's Signature/ date

Checked by:

Signature over printed name of the Immediate Superior/ date

Reviewed by:

Signature over printed name of the Petty Cash Custodian/ date

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