

PETTY CASH LIQUIDATION REPORT

Requestor's Name: JOSE GERRY I JACABA JR

Date of Requisition: August 2022

Date of Liquidation:

		Destination						Supplier details								
Date	Particulars	LOCATION	TOTAL KM	8/KM	AMOUNT	Remarks	Company name	Address	TIN#	SIR#	OR#	Ref#	Vatable Sales	Vat	Vat exempt	
4-Aug-22	GAS / LESS 50KM HOME TO OFFICE VICE VERSA	DW Marilao	93.4	43.40	347.20											
27-Aug-22	GAS / LESS 50KM HOME TO OFFICE VICE VERSA	DW LIPA	249.1	199.10	1,592.80											
Total					1,940.00											
Less: Petty Cash Received											Applicable if the liquidation resulted to "Advances from" employee:				Applicable if the liquidation resulted to "Advances to" employee:	
Advances from (Advances to) employee																

Prepared by:

JOSE GERRY I JACABA JR  
Requestor's Signature/ date

GERALD DINGLARAN  
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