

REIMBURSEMENT

PETTY CASH LIQUIDATION REPORT

Requestor's Name: ROSE ANN TUN

Date of Requisition: 2/13/2026

Date of Liquidation: _____

[illegible]

Less: Petty Cash Received

722

Advances from (Advances to) employee

Prepared by:

Requestor's Signature/ date

Checked by: Jennifer Napit
Signature over printed name of the
Immediate Superior/ date

Reviewed by: mauroc morales
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