

PETTY CASH LIQUIDATION REPORT

Requestor's Name: EVELYN LETRAN

Date of Requisition: Dec 5, 2022

Date of Liquidation: Nov 14, 2022

[illegible]

Prepared by:

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

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

Received by:

Received by:

Signature over printed name of
the Requestor/ date

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

Received by:

Signature over printed name of
the Petty Cash Custodian/ date

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