

PETTY CASH LIQUIDATION REPORT REIMBURSEMENT														
Requestor's Name:		JENIFER RAPISTA			Date of Requisition: Oct 24, 2022		Date of Liquidation: Nov 4, 2022							
Date	Particular	Destination		Amount	Remarks	Supplier details								
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
24-Oct-22	OMB PERMIT	500 x 1		500.00										
	CLEARANCE	50 X 1		50.00	OMB IMPORT APPLICATION FOR APPLE SHIPMENT VIA GLX 1 INVOICE BATCH 16									
	NTC PERMIT	280 x 1		280.00										
						INVOICE #:	0009442139							
4-Nov-22	NTC PERMIT	280 x 1		280.00	IMPORT APPLICATION FOR APPLE SHIPMENT VIA GLX 2 INVOICE BATCH 17 290PCS									
	OMB PERMIT	500 x 2		1,000.00										
		CLEARANCE	50 X 2		100.00		INVOICE #:	0009497165						
						INVOICE #:	0009497160							
				2,210.00										
Less: Petty Cash Received					2,210.00									
Advances from (Advances to) employee					-									

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

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

Date of Liquidation: Nov 4, 2022

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

Received by:

Signature over printed name
of the Petty Cash Custodian/
date

Reviewed by:

Signature over printed name
of the Petty Cash Custodian/
date

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

PETTY CASH LIQUIDATION REPORT

REIMBURSEMENT


Requestor's Name: **JENIFER RAPISTA**

Date of Requisition: Nov 4, 2022

Date of Liquidation: Nov 4, 2022

[illegible]

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

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