

PETTY CASH LIQUIDATION REPORT
REIMBURSEMENT

Requestor's Name:

JENIFER RAPISTA

Date of Requisition: Nov 14, 2022
Date of Liquidation: Nov 17, 2022

Date	Particular	Destination		Amount	Remarks	Supplier details										
		From	To			Company name	Address	TIN#	SI#	OR#	Ref#	Variable Sales	Vat	Vat exempt		
14-Nov-22	CHARGES			3,249.06		LOCAL CLEARANCE FEE - FOR DHL AWB: 9024501393 RMA Shipment										
Less: Petty Cash Received				3,249.06												
Advances from (Advances to) employee					3,249.06											

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

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

Prepared by:
JENIFER RAPISTA
Requestor's Signature/ date

Checked by:
[Signature]
Signature over printed name of the Immediate Superior/ date

Reviewed by:
[Signature]
Signature over printed name of the Petty Cash Custodian/ date

Received by:
[Signature]
Signature over printed name of the Requestor/ date

Received by:
[Signature]
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

Jennifer Papista

Date of liquidation:

[illegible]

Prepared by: m
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

Signature over printed name of the Requestor/ date

Signature over printed name of
the Petty Cash Custodian/ date

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

