

**PETTY CASH LIQUIDATION REPORT
REIMBURSEMENT**

Requestor's Name: **JENIFER RAPISTA**

Date of Requisition: Sep 6, 2022

Date of Liquidation: Sep 11, 2022

Date	Particular	Destination		Amount	Remarks	Supplier details			SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		From	To			Company name	Address	TIN#						
6-Sep-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 13									
					INVOICE #:	0009197298								
10-Sep-22	NTC PERMIT	280 x 1		280.00	NTC IMPORT APPLICATION FOR APPLE SHIPMENT VIA GLX 1 INVOICE BATCH 13									
					INVOICE #:	0009197298								
				830.00										
Less: Petty Cash Received					830.00									
Advances from (Advances to) employee					-									

Prepared by:

JENIFER RAPISTA

Requestor's Signature/ date

Checked by:

MAY 2022

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

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