

PETTY CASH LIQUIDATION REPORT

Requestor's Name: John Timothy E. Mariano

Date of Requisition: Feb 25 - 28, 2023

Date of Liquidation: February 8, 2023

		Destination				Supplier details											
Date	Particular	From		To		Amount	Remarks	Company name	Address	TIN#	SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt	
30-Jan-23	Plane ticket (Cagayan De Oro Store Visit)	Manila		Cagayan De Oro		4,735.00											
		Cagayan De Oro		Manila													
Total						4,735.00		Applicable if the liquidation resulted to "Advances from" employee:								Applicable if the liquidation resulted to "Advances to" employee:	
Less: Petty Cash Received																	
Advances from (Advances to) employee																	

Prepared by:

John Timothy Mariano

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