

PETTY CASH LIQUIDATION REPORT


Requestor's Name: John Timothy E. Mariano

Date of Requisition: February 1-28, 2023

Date of Liquidation: March 6, 2023

Date	Particular	Destination		Amount	Remarks	Supplier details			SI#	OR#	Ref#	Vatable Sales	Vat	Vat exempt
		From	To			Company name	Address	TIN#						
2-Feb-23	Parking Fee			30.00										
	Gas reimbursement	Digits HQ	DW SM Fairview & BTB Fairview	464.00										
		DW SM Fairview & BTB Fairview	DW UPTC											
		DW UPTC	Digits HQ											
7-Feb-23	Parking Fee			50.00										
	Gas reimbursement	Digits HQ	BTB Market Market	228.90										
		BTB Market Market	BTB Forbestown											
		BTB Forbestown	Digits HQ											
9-Feb-23	Parking Fee			50.00										
	Toll fee			300.00										
	Gas reimbursement	Digits HQ	DW ATC	586.10										
		DW ATC	DW Greenbelt											
		DW Greenbelt	Digits HQ											
21-Feb-23	Parking Fee			90.00										
	Gas reimbursement	Digits HQ	BTB Market Market	228.90										
		BTB Market Market	BTB Forbestown											
		BTB Forbestown	Digits HQ											

Total	2,027.90
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: _____

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

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