



PETTY CASH SETTLEMENT

Petty Cash Holder: Mohamed Saleh Hassan

Petty Cash Amount: EGP 2,200.00

Submission Date: 27-10-2020

IN Date	INV #	AMOUNT	DESCRIPTION	RELATED TO PROJECT	EXP.TYPE*
2020-10-27	2010271003	1936	DVR & 2 Camera & Roll Cable 100M		IT

Note:

* EXP.Type: (ST) Stationary - (TR) Transportation - (E&W) Electricity & Water - (TEL) Telephone & Internet - (IT) IT supplies - (F&B) office Pantry - (M&C) Maintenance & Cleaning... Please Add new Category if needed.

* Original invoices have to be attached.

* In case of permanent petty cash, reimbursement should be before the 29th of each month.

* The attached invoices should not be for different periods than submission period.

* Petty cash should be kept in the office safe till needed.

* If petty cash holder is going on leave, proper handover for petty cash & invoices to be done.

Approved By: Moaaz Radwan Ahmed

Signatutre:

Prepared By: Mohamed Saleh Hassan

Signatutre: