



PETTY CASH SETTLEMENT

Petty Cash Holder: ShadyOsama Fawzy

Petty Cash Amount: EGP 300.00

Submission Date: 22-10-2020

IN Date	INV #	AMOUNT	DESCRIPTION	RELATED TO PROJECT	EXP.TYPE*
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR
2020-10-22	inv-number	200	desc		TR

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: Ahmed Ayad

Signatutre:

Prepared By: ShadyOsama Fawzy

Signatutre: