#### PETTY CASH VOUCHER

**(PCV)**

##### *INSTRUCTIONS*

1. The form shall be accomplished as follows:
2. **LGU** – name of the local government unit
3. **Fund** – the fund name
4. **No.** – number assigned to the PCV by the Petty Cash Custodian (PCC). It shall be numbered as follows:

0000- 0000-00-0000

Serial number (one series for each year)

Month

Year

Petty Cash Custodian Code

1. **Date –** date of the preparation of PCV
2. **Payee/Office and Address*–*** name/office/address of payee/employee requesting cash advance charged to the PCF
3. **FFP Code *–*** the function/program/project code of the requesting office
   1. **To be filled out upon request**
4. **Particulars***–* brief description of the nature of disbursement/expense
5. **Amount *–*** amount of petty cash requested
6. **Box A - Requested by -** shall be signed by the Requestor
7. **Box A -Approved by -** shall be signed by the Immediate Supervisor of the Requestor
8. **Box B - Paid by *–*** shall be signed by the PCC
9. **Box B - Cash Received by***–* shall be signed by the payee/recipient of cash
   1. **To be filled out upon liquidation**
10. **Total Amount Granted**– the amount of cash received by the claimant
11. **Total Amount Paid Per OR/Invoice No. \_\_\_\_\_\_\_** – the total amount paid as shown in the OR/invoice presented
12. **Amount Refunded/Reimbursed**– the difference between the total amount granted less amount spent
13. **Box C** – the PCC shall check the appropriate box for “Received Refund” or “Reimbursement Paid” and affix his/her signature
14. **Box D** - the payee shall check the appropriate box for “Liquidation Submitted” and/or “Reimbursement Received by” and affix his/her signature
15. Part I shall be filled out upon request of the petty cash advance and Part II shall be filled out upon liquidation.
16. The PCV shall be prepared in two copies distributed as follows:

*Original –* to be attached to the RPPCV together with the supporting documents

*Copy 2 –* PCC file