***Cash requisition form***

**Name:                                                        Requisition date:**

**Department:                                               Receipts surrender date:**

**Amount:**

|  |  |  |  |
| --- | --- | --- | --- |
| **quantity** | **description** | **Unit price** | **cost** |
|  |  |  |  |
|  | **total** |  |  |

I commit to account for the total amount requisitioned and surrender all the receipts to accounts department before the surrender date above, failure to which the amount requisitioned for or portion thereof not accounted for, shall be deducted from my salary in the next payroll date.

**Signed:                                              date:**

**Approved:**

**Name Signature Date**

**Authorized by:**

**Name Signature Date**