Date:

Requesting Department/Branch:

Requested by:

Position:

Purpose of Request:

Amount Requested (in NPR):

Amount Requested (In Words):

**Details of Expenditure Incurred:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **EXPENDITURE HEADING** | **DESCRIPTION OF EXPENSES** | **INVOICE NO.** | **AMOUNT (RS.)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Expenditure Incurred** | | | |  |

I certify that the expenses listed above are legitimate and comply with the bank's policies and procedures.

Requester's Signature: Approver's Signature:

Name: Name:

Position/Department: Position/Department:

Date: Date:

Petty Cash Fund Balance before disbursement:

New Petty Cash Fund Balance after disbursement:

Remarks/Comments (if any):

Date: 2080-09-18

Requesting Department/Branch: Finance Department/Putalisadak

Requested by: XYZ

Position: Account Officer

Purpose of Request: Petty Cash

Amount Requested (in NPR): 40,000/-

Amount Requested (In Words): Forty Thousand Rupees Only

**Details of Expenditure Incurred:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **EXPENDITURE HEADING** | **DESCRIPTION OF EXPENSES** | **INVOICE NO.** | **AMOUNT (RS.)** |
| 2080-09-01 | Duties & Taxes | Rental Tax for 2079/080 | 123145 | 12,500/- |
| 2080-09-06 | Office Expenses | Printing & Stationery | 12 | 3,500/- |
| 2080-09-09 | Repair & Maintenance-Vehicle | Vehicle for CEO repaired | 164 | 11,540/- |
| 2080-09-14 | Misc. Expenses | Tea & Coffee Expenses | 1244 | 5,000/- |
| 2080-09-17 | Office Expenses | Water & Electricity | 621 | 7,460/- |
|  |  |  |  |  |
| **Total Expenditure Incurred** | | | | **40,000/-** |

I certify that the expenses listed above are legitimate and comply with the bank's policies and procedures.

Requester's Signature: Approver's Signature:

Name: Name:

Position/Department: Position/Department:

Date: Date:

Petty Cash Fund Balance before disbursement: 240/-

New Petty Cash Fund Balance after disbursement: 40,240/-

Remarks/Comments (if any):