



COMSATS Institute of Information Technology
Defence Road, Off Raiwind Road, Lahore

Date: _____

Petty Cash Reimbursement Form

Department Name

Name (Petty Cash Custodian).....

Cash Limit (Rs.).....

Sr. #	Description with purpose	Expense(s) Nature	Amount (Rs.)
Grand Total:			
In words:			

Recommended by (Custodian/HOD)

Signature: _____

[For official use only]

Checked By: Sabahat Nisar	(Internal Auditor)	Signature: _____
Approved by: Nagina Sahfi	(Additional Treasurer)	Signature: _____
Payment by: Ali Raza	(Assistant Treasurer)	Signature: _____

Bank Payment Voucher

Voucher No.....

Pay to:..... Amount (Rs.).....

Bank A/c..... Cheque No:..... Date.....

Income tax..... GST..... RM.....

Posted By:

Name: **Abdul Rahim** Signature:..... Date.....