Annex A -3

PETTY CASH VICTORIAS CITY WA			No.:			
Agenc			Date:			
Payee/Office:			Responsibility Center Code:			
Address :						
I. To be filled up upon req	uest	II. To be fille	ed up upon liquidation			
Particulars	Amount					
		Total Amour	nt Granted ————			
		Total Amou OR No	nt Paid per 			
		(Reimbu	ursed)			
A Requested by:		C Re	ceived Refund			
Name of Requestor Approved by:		☐ Rei	mbursement Paid			
Immediate Supervisor		Petty	y Cash Custodian			
B Paid by:		D	ation Submitted			
Petty Cash Custodian		27.00.00000000	ation Submitted: pursement			
Cash Received by:						
Signature over Printed Name of	Payee	Si	gnature of Payee			
Date:		Date:				

CHECK DISBURSEMENTS RECORD VICTORIAS CITY WATER DISTRICT

Name of the Bank: LAND BANK OF THE PHILIPPINES

Account No. : 2572-1000-33 Fund: 111
Address: Victorias City, Negros Occidental CkDR No.:

NORBERTO L. CALINSAC Accountable Officer			<u>51K</u> .	CASH Official De	Station					
	Čh	eck	202		Deposit	Bank				
Date	No.	DV No.	Naı	me of Payee	Nature of Payment	Made	Checks Issued	Balanc		
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to _____inclusives, as indicated in the corresponding columns.

		CA	SH RE	CEIPTS AND DEPO	OSITS R	RECORD		
Fund:				Agency			CRDR No.	
Accountable Officer				Official Design	Station			
Date	Reference/	Name of Pay	or	Nature of Collection	Collection	Deposit	Undeposited	
	OR No./DS							Collection
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	,	Total		0.5.0.7.1.5.1.0.4.7.1.				
				CERTIFICATI	UN			
	I here	eby certify that the for of	egoing is	a correct and complete record	d of all col	lections and depos	its made by me in	my capacity as
	inclusives, a	as indicated in the cor	responding	during the g columns.				·
					_	Name and	Signature	_
						Da	ite	_

REPORT OF COLLECTIONS AND DEPOSITS

VICTORIAS CITY WATER DISTRICT

			Heroningeri	WATER DISTRICT	
			Date	Report No.: Sheet No.:	1
	al Receipt	Responsibility	Payor		
Date	Number	Center Code	Гауы	Particulars	Amount
	+				
	+				
	+				
		+	 		
	1		 		
	-	-	 		
			1		
		Collections Deposits	ted Collections per last Report s per OR Nos. to 0 Date: Date: Date: Date: Date: Ced Collections, this Report		
	the necessary O	Official Receipt in ac		ellections received by me during the period stated above for which Official Receipt that I have not received money from whatever source without having issued above collectors are recorded above in lump-sum opposite their respective collection appearing in my Cash Receipts Record. Name and Signature of Collecting Officer	
				Official Designation Date	
				Official Designation Date	,

REI	MBURSEMENT	EXPENSE	RECEIPT						
Date		No.							
RECEIVED	from	(Nai	me)						
	Official Designati	on)	, the amount						
of			(P)						
	(In Words)		(P) (In Figures)						
in payment for									
	(Payment	s for subsis	tence, services,						
rental or transportation should show inclusive dates,									
purpose	, distance, inclu	sive points o	of travel, etc.)						
PAYEE									
Name/Signature									
Address									
Date of Issue									
	WIT	NESS							
Name/Signature									
	No								
Date of Issue									
Place of Issue									

PETTY CASH FUND RECORD VICTORIAS WATER DISTRICT

Page No. 1

Fund: <u>104</u>

Petty Cash Custodian: NORBERTO L. C/ Designation: CASHIER C

		PETTYCASH FUND													
				(104)		MAINTENANCE AND OTHER OPERATING EXPEN					ENSES		S	SUNDR	
Date	PCV No.	Particulars	Receipts	Paym'ts	Balance	Traveling Expenses- Local	Gasoline, Oil & Lubricants Expenses	Telephone Expenses- Mobile	Representati on Expenses	Repairs & Maint Electr'n, Power & Energy Structures	Repairs & Maint Office Buildings	Repairs & Maint Motor Vehicles	Repairs & Maint Other Property, Plant & Equip't	Account Title	Acc
			(+)	(-)		(751)	(761)	(773)	(783)	(805)	(811)	(841)	(850)		二
ļ		Balance forwarded													
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Custo	dian during	I hereby certify that the foregoing is a correct and comply the period from inclusives, as indicated	ete record d in the co	of all replei	nishments g columns	s and disbu	rsements n	nade by m	e in my capa	acity as Pe	tty Cash	NORBE	RTO L. CA	ALINSAG, JR.	