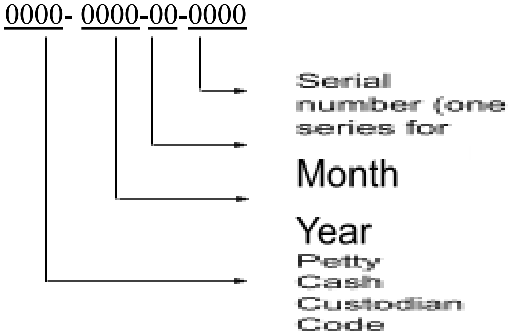
PETTY CASH VOUCHER
(PCV)

INSTRUCTIONS

A. The form shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
3. **No.** – number assigned to the PCV by the PCFC. It shall be numbered as follows:

0000- 0000-00-0000



3. **Date** – date of the preparation of PCV
4. **Payee/Office and Address** – name/office/address of payee/employee requesting cash advance charged to the PCF
5. **Responsibility Center Code** – the cost/ responsibility center code of the requesting office

I. **To be filled out upon request**

6. **Particulars** – brief description of the nature of disbursement/expense
7. **Amount** – amount of petty cash requested
8. **Box A – Requested by** – shall be signed by the Requestor
9. **Box A – Approved by -** shall be signed by the Immediate Supervisor of the Requestor
10. **Box B - Paid by** – shall be signed by the PCFC
11. **Box B - Cash Received by** – shall be signed by the recipient of cash

II. **To be filled out upon liquidation**

12. **Total Amount Granted** – the amount of cash received by the claimant
13. **Total Amount Paid Per OR/Invoice No. _______** – the total amount paid as shown in the OR/invoice presented
14. **Amount Refunded/Reimbursed** – the difference between the total amount granted less amount spent
15. **Box C** – the PCFC shall check the appropriate box for "Received Refund" or "Reimbursement Paid" and affix his/her signature
16. **Box D** – the payee shall check the appropriate box for "Liquidation Submitted" and/or "Reimbursement Received by" and affix his/her signature

B. Part I shall be filled out upon request of the petty cash advance and Part II shall be filled out upon liquidation.

C. 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	–	PCFC file