

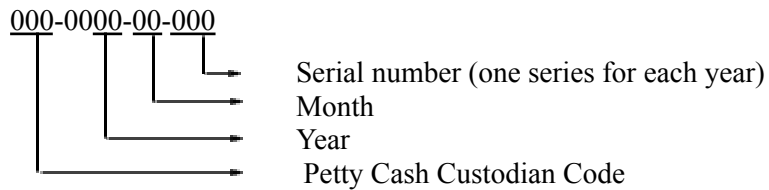
REPORT ON PAID PETTY CASH VOUCHER (RPPCV)

INSTRUCTIONS

A. The RPPCV shall be prepared by the PCFC to replenish his/her PCF. All liquidated PCVs shall be attached together with all the supporting documents.

B. This report shall be accomplished as follows:

1. **Period Covered** – period covered by the report
2. **Entity Name** – name of the agency/entity
3. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
4. **Report No.** – report number assigned which shall be as follows:



5. **Sheet No.** – the sheet number which shall be one series per year
 6. **Date** – date of the PCV
 7. **Petty Cash Voucher No.** – the serial number of the PCV to be presented in numerical order
 8. **Particulars** – nature of disbursements/expenses as shown in the PCV
 9. **Amount** – amount paid covered by the PCV
 10. **Certification** – name and signature of the designated PCFC and date of signing
- C. At the end of the year, the PCFC shall prepare RPPCV covering all paid PCVs for replenishment and submit the same to the Accounting Division/Unit for the recording of expenses incurred.
- D. The PCFC shall prepare this report in two copies distributed as follows:
- | | |
|-----------------|---|
| <i>Original</i> | – COA Auditor, through the Accounting Division/Unit, as attachment to the DV together with the original PCVs and supporting documents |
| <i>Copy 2</i> | – PCFC file copy |