

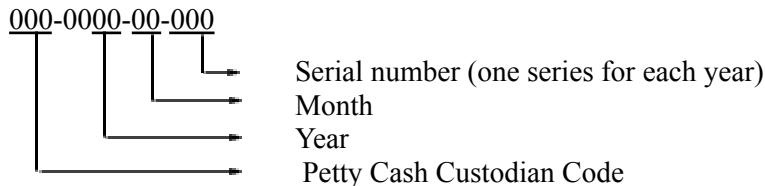
REPORT ON PAID PETTY CASH VOUCHER (RPPCV)

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:

Original – COA Auditor, through the Accounting Division/Unit, as attachment to the DV together with the original PCVs and supporting documents

Copy 2 – PCFC file copy