



**SUPER** *flex*  
LOGISTIC INC.

**ACCOUNTING DEPARTMENT**

**PETTY CASH ADVANCES & LIQUIDATION SLIP**

NAME OF REQUESTOR ✓ \_\_\_\_\_

DEPARTMENT ✓ \_\_\_\_\_

PURPOSE \_\_\_\_\_  
\_\_\_\_\_

AMOUNT ✓ 0.00      DATE RELEASED ✓ \_\_\_\_\_

**LIQUIDATE WITHIN 3 DAYS OR ON \_\_\_\_\_**

I hereby acknowledge the total amount of cash advance stated above. It is MY OBLIGATION to liquidate the expenses within the specified date otherwise, the total amount stated above WILL BE DEDUCTED FROM MY SALARY. This CA Slip MUST BE ATTACHED with your liquidation for proper closing of accounts

RELEASED BY \_\_\_\_\_  
(PCF CUSTODIAN)

APPROVED BY \_\_\_\_\_  
NICKEY DE TORRES

RECEIVED BY \_\_\_\_\_  
REQUESTOR

**CONTROL NO:**

**LIQUIDATION DETAILS**

DATE LIQUIDATED \_\_\_\_\_

AMOUNT OF CA \_\_\_\_\_

ACTUAL EXPENSE \_\_\_\_\_

SHORT / OVER \_\_\_\_\_

LIQUIDATED BY \_\_\_\_\_  
Requestor

LIQUIDATION  
NOTED BY \_\_\_\_\_  
Requestor's Department Head

RECEIVED BY \_\_\_\_\_  
(PCF CUSTODIAN)