



**SUPER** *flex*  
LOGISTIC INC.

**ACCOUNTING DEPARTMENT**

**PETTY CASH ADVANCES & LIQUIDATION SLIP**

**CONTROL NO:**

**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**

\_\_\_\_\_

*NICKELY DE TORRES*

**RECEIVED BY**

\_\_\_\_\_

*REQUESTOR*

**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)*