

San Vicente St., Pob. I, Carcar City, Cebu

CASHIER'S COLLECTION SUMMARY (Date)

				ACCOUNTS CREDITED							SUNDRIES	
OR NO	PAYOR	EXPLANATION	AMOUNT		A	CCTS. RECE	IVABLE CUS	ST.		451-03	ACCOUNT	AMOUNT
				CURRENT	ARREARS CY	ARREARS PY	PENALTY	Discount	Adv./Adj.		A/C#	AMOON
	Total Colle	ction:										
	Ending Pre	vious Day:		_	•		-			-		
	TOTAL CAS	н:		_								
	Deposits								Red	apitula	tion	
	AM Cash	-		=						Title		Amount
	AM Check	<u>.</u>		_		LINI	CONTROLL	ED COPY				
	PM Cash	•		-		014	CONTROL	LD COI I			•	
	Total Depo	sits		_								
				<u>-</u>						Total		
	Prepared by	<i>:</i> :		Checked by:	:			Noted by:				
	Name and S	ignature of Ca	ashier	Name and	Signature o	f Finance M	- anager	Name and S	Signature of	General	l Manager	



San Vicente St., Pob. I, Carcar City, Cebu

PETTY CASH FUND RECORD

FUND: 10, 000.00 Petty Cash Custodian : Designation :

			PET	TY CASH F	UND		Mai	ntenance &	Other Payr	nents		SUN	IDRY
Date	PCV No.	48	Receipts	Payment	BALANCE (10,000.00)	Traveling Expenses (766)	Cust. Records & Collection (792-11)	Ofc. Sup. (Admin) 751-01	Ofc. Sup. (Maint) 751-03	Advertising (778)	Postage & Mailing (772)	Account Code	Amount
Total Ca	⊥ ish on Har	nd			_								
	nount of R		_	_		_	_	_		_	_		-
					CE	RTIFICAT	ION		ı				
I	hereby cert	ify that the foregoing is	a correct a	nd complet				disburseme	ents made l	by me in my	capacity as	Petty Cash	1
		period from										•	
						Г							_
							UNCONTE	ROLLED C	OPY	Name a	nd Signature of	Cashier	•
							Date				=		
_							24.0						

	CAE	RCAR WATER D	NSTRICT		No:
	12,19				Dato
Payee/Of	PETT	Y CASH VOL	<u> ICHER</u>		Date: Responsibility Center:
Address:					nesponsibility center.
I. To he fil	lled up upon requ	<u> </u>		II. To he fil	lled up upon liquidation
i. To be jii	Particulars		Amount		unt Granted
			7 1111 5 11.15	_	unt Paid per
					OR#
					OR#
					OR#
				Amount Re	
				(Reimbu	ırsed)
Α	Requested by:			С	
	J <u> </u>	Name of Boars			Received Refund
		Name of Reque	38101		Rainshumaan ant Baid
	Approved by:				Reimbursement Paid
	Арргочей бу.				
		Division Mana			Petty Cash Custodian
		+	.00-	+	1
В	Cash Received b	by:		D	Approved by:
	_	,			
	Signature ov	ver Printed Name o	of Payee		Signature over Printed Name
	Date:				of General Manager
					0 /00 /00 /
FM-CSH-0)3		00		8/20/2016
	Marie Oly				No:
	CAF	RCAR WATER D	DISTRICT		NO.
	PFTT	Y CASH VOL	ICHER		Date:
Payee/Of			Marra		Responsibility Center:
Address:					
					<u> </u>
I. To be fil	lled up upon requ		Т.,		lled up upon liquidation
	Particulars	S	Amount		unt Granted
				Total Amo	unt Paid per OR #
					OR #
		UNCONTROLL	_ED COPY		OR #
				Amount Re	
				(Reimbu	
	Requested by:				T
Α	,			С	Received Refund
		Name of Reque	estor		
					Reimbursement Paid
	Approved by:				
		Division Mana	iger	 	Petty Cash Custodian
В	2 de Bassinad l			D	
	Cash Received b) <i>y:</i>			Approved by:
	Signature ov	ver Printed Name o	of Pavee		Signature over Printed Name
	Date:		,		of General Manager



San Vicente St., Pob. I, Carcar City, Cebu

Daily Collector's Report (C.O.R.)

Date:	
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Total No. of Receipts		ACCULATION		CUMPRIEC				
Issued	CURRENT		S RECEIVABLE-CU	SUNDRIES				
133464	CURRENT	Current Yr.	Previous Yr.	Penalty	Disconnection	Account Title	Account No.	Amount
Account No Less Discount TOTAL	: :		- - -			UNCONTR	OLLED COPY	
			COLLECTIONS VE	ERIFIED BY:		COLLECTIONS R	ECEIVED BY:	
			Name and	Signature	_	Name a	and Signature of C	Cashier
O.R. NUMBER:					O.R. NUMBER:			
_		to						



REIMBURSEMENT RECEIPT

Carcar	Cebu		No
City	Province	DAT	E
RECEIVED FROM _			
The amount of			(P
(amount in words)		(in figures)
for the expense as f	follows:		
(P	ayment for services, rental, or sl	nould show	inclusive, dates,
purpose, distance	, inclusive points of travel, etc.)		_
Witness:			
Address:	1	Address:	
CTC No.	UNCONTROLLED COPY	CTC No.	
Issued:	- CHOOM HOLLED COLL	Issued:	
Place:	1	Place:	
		'	
FM-CSH-05	00		8/20/2016



CARCAR WATER DISTRICT

San Vicente St., Pob. I, Carcar City, Cebu

REIMBURSEMENT RECEIPT

Carcar	Cebu		No.
City	Province	DATE	
RECEIVED FROM			
			1-
The amount of			(P
	(amount in words)		(in figures)
for the expense as	follows:		
(Payment for services, rental, or s	should show inclu	sive, dates,
purpose, distanc	e, inclusive points of travel, etc.)		
Witness:			
Address:		Address:	
CTC No.	UNCONTROLLED COPY	CTC No.	
Issued:	1	Issued:	
Place:	1	Place:	

FM-CSH-05 00 8/20/2016



San Vicente St., Pob. I, Carcar City, Cebu

MONTHLY CHECK DISBURSEMENT SUMMARY

For the Month of:_____

Check Voucher	Check No.	Payee	Landbank CA	DPB CA

Total



San Vicente St., Pob. I, Carcar City, Cebu

DAILY CHECK DISBURSEMENT SUMMARY

Date:

theck Voucher No.	Check No.	Payee	Nature of Payment	Landbank	CA DPB CA
RTIFICATION					
		Checks issued in One (1) sheet (s) is gations for the period stated and s			
				Г	
Prepared by:				ι	JNCONTROLLED C
			Date:		
Casl	hier			_	