



CARCAR WATER DISTRICT
 San Vicente St., Pob. I, Carcar City, Cebu

CASHIER'S COLLECTION SUMMARY
 (Date)

OR NO	PAYOR	EXPLANATION	AMOUNT	ACCOUNTS CREDITED						451-03	SUNDRIES	
				ACCTS. RECEIVABLE CUST.							ACCOUNT	AMOUNT
				CURRENT	ARREARS CY	ARREARS PY	PENALTY	Discount	Adv./Adj.		A/C #	

Total Collection: _____

Ending Previous Day: _____

TOTAL CASH: _____

Deposits
 AM Cash _____
 AM Check _____
 PM Cash _____
Total Deposits _____

UNCONTROLLED COPY

Recapitulation

Title	Amount
_____	_____
_____	_____
_____	_____
Total	_____

Prepared by: _____

Checked by: _____

Noted by: _____

 Name and Signature of Cashier

 Name and Signature of Finance Manager

 Name and Signature of General Manager



CARCAR WATER DISTRICT

PETTY CASH VOUCHER

No: _____

Date: _____

Payee/Office: _____

Responsibility Center: _____

Address: _____

I. To be filled up upon request

II. To be filled up upon liquidation

Particulars	Amount

Total Amount Granted	_____
Total Amount Paid per	_____
OR #	_____
OR #	_____
OR #	_____
Amount Refunded/ (Reimbursed)	_____

A Requested by: _____
Name of Requestor

Approved by: _____
Division Manager

C Received Refund

Reimbursement Paid

Petty Cash Custodian

B Cash Received by: _____

Signature over Printed Name of Payee

Date: _____

D Approved by: _____

Signature over Printed Name
of General Manager

FM-CSH-03

00

8/20/2016



CARCAR WATER DISTRICT

PETTY CASH VOUCHER

No: _____

Date: _____

Payee/Office: _____

Responsibility Center: _____

Address: _____

I. To be filled up upon request

II. To be filled up upon liquidation

Particulars	Amount
UNCONTROLLED COPY	

Total Amount Granted	_____
Total Amount Paid per	_____
OR #	_____
OR #	_____
OR #	_____
Amount Refunded/ (Reimbursed)	_____

A Requested by: _____
Name of Requestor

Approved by: _____
Division Manager

C Received Refund

Reimbursement Paid

Petty Cash Custodian

B Cash Received by: _____

Signature over Printed Name of Payee

Date: _____

D Approved by: _____

Signature over Printed Name
of General Manager

FM-CSH-03

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08/20/16



CARCAR WATER DISTRICT
 San Vicente St., Pob. I, Carcar City, Cebu

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

Date: _____

Total No. of Receipts Issued	ACCOUNTS CREDITED							
	ACCOUNTS RECEIVABLE-CUSTOMERS					SUNDRIES		
	CURRENT	Current Yr.	Previous Yr.	Penalty	Disconnection	Account Title	Account No.	Amount

Breakdown of Credits

Account No. _____ : _____
 Less Discount : _____

TOTAL _____

UNCONTROLLED COPY

COLLECTIONS VERIFIED BY:

COLLECTIONS RECEIVED BY:

 Name and Signature

 Name and Signature of Cashier

O.R. NUMBER: _____ to _____

O.R. NUMBER: _____



CARCAR WATER DISTRICT
San Vicente St., Pob. I, Carcar City, Cebu

DAILY CHECK DISBURSEMENT SUMMARY

Date: _____

Check Voucher No.	Check No.	Payee	Nature of Payment	Landbank CA	DPB CA

CERTIFICATION

I hereby certify that this Report of Checks issued in One (1) sheet (s) is a full, true and correct statement of all checks released by me in payment for obligations for the period stated and shown in the attached disbursement vouchers.

Prepared by:

Cashier

Date: _____

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