



Accounting Office

<b>Petty Cash Request</b>	
Date of Request:	Date/s of Activity:
Requested By/Department:	Activity:
	<b>Amount</b>
<b>Total</b>	

In accepting this petty cash, I hereby bind myself to liquidate it within three (3) working days after this date or three working days upon the culmination of the activity, whichever is longer.

If I fail to liquidate it within the period specified above, I authorize the Accounting Office of FEU – East Asia College to deduct the corresponding amount from the salary or other amount due to me without prejudice to any administrative action that the Administration may take against me.

**SIGNED:**

(Signature over Printed Name/Date)

**APPROVED**

( Signature over Printed Name/Date)



Accounting Office

<b>Petty Cash Request</b>	
Date of Request:	Date/s of Activity:
Requested By:	Activity:
	<b>Amount</b>
<b>Total</b>	

In accepting this petty cash, I hereby bind myself to liquidate it within three (3) working days after this date or three working days upon the culmination of the activity, whichever is longer.

If I fail to liquidate it within the period specified above, I authorize the Accounting Office of FEU – East Asia College to deduct the corresponding amount from the salary or other amount due to me without prejudice to any administrative action that the Administration may take against me.

**SIGNED:**

(Signature over Printed Name/Date)

**APPROVED:**

( Signature over Printed Name/Date)