

**Hotel Name**  
**PETTY CASH REIMBURSEMENT SUMMARY**

Date:

**PETTY CASH FUND (FLOAT)**

**Less: Petty Cash on hand and Advance**

Cash On-hand  
 Pending Petty Cash Advance

_____	-
_____	-
_____	-

Voucher #	Date	Description	Amount

**TOTAL TO BE REIMBURSED (I)**

_____	-
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**PETTY CASH REIMBURSEMENT SUMMARY (II)**

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Voucher #	Date	Description	Amount

**CONTROL: Total (I) should be equal to Total (II)**

Prepared by:

Verified by:

Approved by:

\_\_\_\_\_   
 General Cashier

\_\_\_\_\_   
 Financial Controller

\_\_\_\_\_   
 General Manager