

LIQUIDATION REPORT

Project Leader: _____ Date: _____
Amount advanced: _____

Reference: CDV/PCV NO. _____ CHECK NO. _____
DEPARTMENT: _____ DATE RELEASED: _____

DATE	OFFICIAL RECEIPT / INVOICE NO.	PARTICULARS	AMOUNT
TOTAL EXPENSES			₱ _____
LESS: CASH ADVANCED			₱ _____
AMOUNT TO BE RETURNED			₱ _____

This is to certify that the foregoing expenses were disbursed in conformity with the above-stated purpose(s).

Signature over printed name

Noted by: _____
Budget Administrator

Verified by: _____
Accounting Staff

Source document:

AMOUNT RETURNED: ₱ _____
OFFICIAL RECEIPT NO. _____
DATE: _____