
Petty Cash Liquidation Report

Petty Cash Liquidation Report for [Department/Project]

1. Title Page

- **Report Title:** Petty Cash Liquidation Report
- **Department/Project Name:** [Name]
- **Prepared By:** [Name]
- **Date:** [Date of Submission]

2. Summary

- **Purpose:** Detail petty cash usage and liquidation for the period.
- **Total Allocated:** [Amount]
- **Total Liquidated:** [Amount]

3. Expenses Breakdown

- **Category-Wise Expenses:**
 - Stationery: [Amount]
 - Travel: [Amount]
 - Miscellaneous: [Amount]
- **Total Expenses:** [Total Amount]

4. Remaining Cash

- **Balance Amount:** [Amount Remaining]
- **Explanation of Variances:** If any.

5. Approval

- **Submitted By:** [Name]
- **Approved By:** [Name, Designation]