### horizontal line**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]