Sample Petty Cash Replenishment Form

The petty cash holder lists the petty cash expenditures on a Petty Cash Replenishment Form (PCRF) when he applies for replenishment of the petty cash fund.

The PCRF is in a set of two copies :

- the original copy attached to the Payment Voucher (PV) together with Petty Cash Vouchers (PCVs) and supporting documents to apply for petty cash replenishment.
- a copy filed in sequential order by the petty cash holder.

Petty Cash Replenishment Form

The Owners' Corporation of XXX Building

PCRF No. _____

Date	PCV No.	Payee	Minor Maintenance HK$	Stationery HK$	Transportation HK$	Others HK$	Others HK$	Others HK$	Total HK$
Total Expenditures									

Payment Voucher No.:

Cheque No.

Checked by: _____ _____
(name and signature) (Date)

Approved by: _____ _____
(name and signature) (Date)