

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 **(Sub-section 3.4.3)**.

The PCRF is in a set of two copies :

- the original copy attached to the Payment Voucher (PV) together with 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 Incorporated Owners of XXX Building

PCFR No. _____

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

PV No. :

 Cheque No.

Checked by : _____

(name and signature)
(Date)

 Approved by : _____

(name and signature)
(Date)