

PETTY CASH RECEIPT FORM

Date	
Receiver Name	
Receiver I/C No.	

TOTAL PETTY CASH FUND RECEIVED AND KEEP IN HAND

Receiving Date	Reference	Amount (RM)
	Balance B/F	
Balance C/F		

I, _____ I/C No. _____
 acknowledge receipt of the above amount from SLG CONSTRUCTION SDN BHD as an advance petty cash fund for me to purchase in compliance with company policy.

I understand that I am personally responsible to ensure that all expenditures made from these funds are only for the approved intended purpose. I further agree to provide a complete accounting of those expenditures by turning in receipts for every expense along with any unused funds after purchasing the approved items.

Received By:
<div style="text-align: center; margin-bottom: 10px;">(Signature)</div> <div> Name: Date: </div>