



# COMSATS University Islamabad (CUI), Lahore Campus

Defense Road, Off Raiwind Road, Lahore

UAN:042-111-001-007 Ext: 818-819 Tel; 042-99204779

Date: \_\_\_\_\_

## Petty Cash Reimbursement Form

CUI-LHR-/ACC/PTYCASH/01

Department Name .....

Name (Petty Cash Custodian).....

Cash Limit (Rs.).....

| Sr. #               | Description with purpose | Expense(s)<br>Nature | Amount (Rs.) |
|---------------------|--------------------------|----------------------|--------------|
|                     |                          |                      |              |
|                     |                          |                      |              |
|                     |                          |                      |              |
|                     |                          |                      |              |
|                     |                          |                      |              |
|                     |                          |                      |              |
|                     |                          |                      |              |
| <b>Grand Total:</b> |                          |                      |              |
| <b>In words:</b>    |                          |                      |              |

### Recommended by (Custodian/HOD)

Signature: \_\_\_\_\_

.....  
*[For official use only]*

|                                  |                               |                         |
|----------------------------------|-------------------------------|-------------------------|
| <b>Checked By: MEHDI RAZA</b>    | <b>(Asst. Treasurer)</b>      | <b>Signature: _____</b> |
| <b>Approved by: Nagina Sahfi</b> | <b>(Additional Treasurer)</b> | <b>Signature: _____</b> |

### Bank Payment Voucher

Voucher No.....

Pay to:..... Amount (Rs.).....

Bank A/c..... Cheque No:..... Date.....

Income tax..... GST..... RM.....

### **Posted By:**

Name: **Abdul Rahim** Signature:..... Date.....