



## Petty Cash Application Form

## 小额现金费用申请表

Application Date: 申请日期:	2017/11/24	Workorder No.: 操作流水号:	PA-20171124-00050
Applicant Name: 申请者姓名:	Justin Fan	Applicant Title: 申请者职位:	xxxx
District: 区域:	GZ	Applicant's Shop/Dept: 申请者分店/部门:	广州-番禺钻汇
Amount: 总申请金额:	300.00		

Date 日期	Applicant 申请者	Resigned 离职	Payment Type 款项类别	Description 摘要	Amount 金额	Remark 备注
2017/11/01	Alan Wong	Y	公积金	xx	100	
2017/11/09	Amy Tsang	Y	文具费	xx	200	

China Invoice 国内发票

HK Original Document 香港原件

☒ Submitted Invoice  
已交发票☐ Submitted  
已交☐ Submit receipt first but invoice Later  
先交有关单据，后补发票☐ Submit later  
后补☐ Has receipt only but no invoice  
只有单据，没有发票Reason  
原因:

## Review/Approval Overview:

## 审批概览:

Remark: 审批备注:	
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Date 日期	Performed by 执行者	Action 行动	Remark 备注
2017/11/24	Justin Fan	S u b m i t t e d 递交	1
2017/11/24	Alvin Lau	R e v i e w e d / A p p r o v e d 审阅 / 审批	2
2017/11/24	Andrew Ip	R e v i e w e d / A p p r o v e d 审阅 / 审批	3
2017/11/24	Justin Fan	R e v i e w e d / A p p r o v e d 审阅 / 审批	4

☐ HR approval is required 需要人事部审批☐ Urgent Case 紧急申请

## Finance Only:

## 财务专用:

Company : 公司 :	
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Payment method : 付款方法 :	
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