CASH DISBURSEMENT STATEMENT

RECORD OF CASH OUTFLOWS

Company Name: Period Ending: Reference No:

STARTING BALANCE

TOTAL DISBURSEMENTS

ENDING BALANCE

DATE	REF / CHQ NO.	PAYEE / RECIPIENT	CATEGORY / ACCOUNT	DESCRIPTION	AMOUNT
				Total Cash Outflow:	

Prepared By (Name / Signature) Date

Approved By (Name / Signature) Date