

Petty Cash Payment Voucher

Voucher No.

e.g. PCV-2024-001

Date

Department

e.g. Administration

Payee Name

e.g. John Doe

Designation

e.g. Office Assistant

Payment Mode

e.g. Cash

Amount

Purpose / Details

Enter brief description...

S.No	Particulars	Amount	Account Code	Remarks
1	Item 1		Code	-
2	Item 2		Code	-
3	Item 3		Code	-
Total				

Amount (in Words)

e.g. Two Hundred Fifty Only

Prepared By

Name & Signature

Checked By

Name & Signature

Approved By

Name & Signature

Received By

Payee's Signature

- Petty Cash Payment Voucher is used for minor cash expenses that arise in the day-to-day operations.
- All supporting bills/receipts should be attached with the voucher before approval.
- This document must be signed by the preparer, checker/approver, and the payee.
- Each voucher should be uniquely numbered and recorded in the petty cash register.
- Regular reconciliation of petty cash is necessary to prevent misuse and errors.