

Petty Cash Payment Voucher

ABC Corporation Ltd.
Date: 2024-06-15

Voucher No.	PCV-0256	Prepared By	Rachel Evans
Department	Administration	Payee	John Smith
Payment Mode	Cash	Date Required	2024-06-15

Description	Amount
Office Stationery Purchase	\$45.00
Refreshments for Meeting	\$30.00
Taxi Fare for Client Visit	\$25.00
Total	\$100.00

Amount in Words: One Hundred Dollars Only

Purpose / Details:

Payment for office minor expenses during business operations on 15th June 2024.

Prepared By

Date:

Approved By

Date:

Received By

Date:

Important Notes:

- Petty cash vouchers must be supported by original receipts.
- Payments should not exceed the approved petty cash limit.
- All vouchers require appropriate authorization before payment.
- Incomplete vouchers may cause processing delays.
- Ensure details are legible and accurate for audit purposes.