

Petty Cash Payment Voucher

Voucher No: _____

Date: ____/____/____

Department: _____

Payee Name: _____

Purpose/Description: _____

#	Particulars	Amount	Remarks
1			
2			
3			
Total			

Amount in Words: _____

Prepared By

Approved By

Received By

- All petty cash payments must be supported by valid receipts or bills.
- Ensure purpose and particulars are clearly mentioned for expense tracking.
- Approved authorization is mandatory before disbursing any petty cash.
- This voucher should be retained for audit and accounting compliance.