

ABC Corporation Pvt. Ltd.

123 Main Street

City, State ZIP Code

Phone: (123) 456-7890

Voucher No: PCR-2024-001

Date: 2024-06-08

Petty Cash Reimbursement Voucher

Claimant Name:

John Doe

Department:

Administration

Reason / Purpose:

Reimbursement of minor office supplies expenses

Date	Description	Receipt No.	Amount (USD)
2024-06-06	Stationery purchase	R-16857	32
Total			32

Prepared By

Checked / Approved By

Received By

Important Notes:

- All expenses must be supported by original receipts and relevant documents.
- Petty cash should not be used for personal, advance, or large expenditures.
- Ensure proper approvals are obtained before submission for reimbursement.
- Incomplete vouchers may lead to delay or rejection of claims.
- This voucher is for small, routine expenditures only as per company policy.