

Company Name

Address Line 1

Address Line 2

Phone: _____

Voucher No: Enter No**Date:** _____

Petty Cash Payment Voucher

Paid to: Recipient Name**Department:** Dept.**Purpose/Description:** Expense Description

#	Expense Details	Account Code	Amount	Remarks
1	<u>Description</u>	<u>Acc. Code</u>	<u></u>	<u>Remarks</u>
2	<u>Description</u>	<u>Acc. Code</u>	<u></u>	<u>Remarks</u>
3	<u>Description</u>	<u>Acc. Code</u>	<u></u>	<u>Remarks</u>
			Total	<u></u>

Amount in Words: E.g., One Hundred Fifty OnlyPrepared ByApproved ByReceived ByDate

- All petty cash expenditures must be supported with receipts, wherever possible.
- This voucher should be approved by authorized personnel before payment.
- Ensure accurate details in each expense line for proper documentation.
- Amounts given should not exceed the petty cash limit set by the company.
- Submit the completed voucher to the accounts department for recording.