

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	Description	Acc. Code		Remarks
2	Description	Acc. Code		Remarks
3	Description	Acc. Code		Remarks
Total				_____

Amount in Words: E.g., One Hundred Fifty Only _____

 Prepared By _____

 Approved By _____

 Received By _____

 Date _____

- 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.