

Detailed Petty Cash Expense Record

Department: Administration

Custodian: Jane Doe

Period: 01/06/2024 – 30/06/2024

Petty Cash Float: \$500.00

Date	Voucher No.	Description	Amount	Recipient	Approved By
03/06/2024	001	Office Supplies (Pens & Paper)	\$24.50	Susan Lim	R. Tan
07/06/2024	002	Postal Stamps	\$10.00	Michael Yeo	S. Chong
10/06/2024	003	Beverages for Meeting	\$19.80	Lisa Teo	R. Tan
15/06/2024	004	Taxi Fare (delivery)	\$17.30	Samuel Ng	S. Chong
22/06/2024	005	Printer Ink Cartridge	\$32.45	Edwin Goh	R. Tan
27/06/2024	006	Refreshments for Staff	\$14.20	Amirah Lee	S. Chong

Total Expenses: \$118.25

Remaining Balance: \$381.75

Important Notes:

- All petty cash disbursements must be supported by original receipts.
- Each entry should be approved and signed by an authorized officer.
- Maintain up-to-date records to ensure accurate reconciliation.
- Petty cash should be used for minor expenses only, as per company guidelines.
- Periodic review of petty cash transactions is recommended to prevent misuse.