

# Petty Cash Voucher Spreadsheet

**Voucher No:** PCV-2024-078  
**Date:** 2024-06-18  
**Prepared By:** Alex Smith  
**Department:** Administration

#	Date	Description	Payee	Amount (USD)	Remarks
1	2024-06-15	Office Stationery (Pens, Paper)	John Doe	25.00	-
2	2024-06-16	Transport Allowance	Jane Miller	18.00	Project delivery
3	2024-06-17	Snacks for Meeting	Cafe GoodDay	23.50	Team meeting
Total Amount				66.50	

**Prepared By**

Signature & Date

Checked By

Signature & Date

Approved By

Signature & Date

Received By

Signature & Date

**Important Notes:**

- All expenditures must be supported by valid receipts or documents.
- Ensure voucher is reviewed and approved according to company policy.
- Record each petty cash transaction promptly to maintain accurate balances.
- Do not exceed the petty cash float limit without management approval.
- Store signed vouchers securely for future reference or audits.