

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.