

Multi-Expense Petty Cash Voucher

Voucher No.: _____

Date: ____ / ____ / ____

Department: _____

Prepared By: _____

Payee Name: _____

#	Particulars	Account Code	Description	Amount
1.				
2.				
3.				
4.				
5.				
Total Amount				

Amount in Words: _____

Prepared By _____

Approved By _____

Received By _____

Important Notes

- All supporting bills and receipts must be attached with the voucher.
- Individual expenses should be clearly described and categorized.
- Approval is mandatory before releasing the petty cash.
- Voucher number should be unique and sequential for audit purposes.
- The amount claimed must not exceed the petty cash fund limit.