

# Petty Cash Voucher

## Voucher No.

Enter No.

## Date

## Prepared By

Name

## Payment Details

### Payee Name

Name

### Description / Purpose

Purpose of Payment

#	Account / Code	Details	Amount
1	<input type="text" value="Code"/>	<input type="text" value="Item details"/>	<input type="text" value="0.00"/>
2	<input type="text" value="Code"/>	<input type="text" value="Item details"/>	<input type="text" value="0.00"/>
3	<input type="text" value="Code"/>	<input type="text" value="Item details"/>	<input type="text" value="0.00"/>
Total			<input type="text" value="0.00"/>

## Amount in Words

## Approval Section

Requested By

Date: \_\_\_\_\_

Checked By

Date: \_\_\_\_\_

Approved By

Date: \_\_\_\_\_

Received By

Date: \_\_\_\_\_

## Important Notes:

- Petty cash vouchers must be supported by valid receipts/invoices where possible.
- All vouchers require proper approvals before cash is disbursed.
- Ensure accurate and clear justification for all expenditures.
- Keep this document for audit and reconciliation purposes.
- Do not use petty cash for personal or unauthorized expenses.

