

Petty Cash Voucher

Voucher No.**Date****Prepared By****Payment Details****Payee Name****Description / Purpose**

#	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.

