

Petty Cash Voucher

Standard Petty Cash Voucher Template

Voucher No.:
e.g., PCV-2024-012

Date:
YYYY-MM-DD

Department/Project:
e.g., Administration

Payee Name:
Person receiving cash

Prepared By:
Your name here

#	Description	Account Code	Amount	Remarks
1	e.g., Purchased office supplies	e.g., 602	e.g., 50.00	Optional
—				
—				
Total:			e.g., 50.00	

Amount in Words:
Fifty Dollars Only

Requested By

Checked By

Approved By

Received By (Payee)

- Important Notes:**
- All amounts must be supported by invoices or receipts.
 - Petty cash should only be used for minor, miscellaneous expenses.
 - Ensure all sections are properly filled out and authorized signatures are obtained.
 - The voucher number should be unique and sequential for easy tracking.
 - Retain this form for audit and accounting purposes.