

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.