

Manual Petty Cash Payment Slip

Voucher No.		Date	
Department / Section		Prepared By	
Payee Name			
Purpose / Details			

Expense Details

S.No.	Description	Amount
		Total

Amount (in words)	
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Prepared By _____

Approved By _____

Received By _____

Important Notes:

- This slip must be filled out completely and accurately.
- Original supporting documents or receipts must be attached with the slip.
- All payments must be approved by authorized personnel.
- This slip is to be used for small, miscellaneous expenditures only.
- Keep a copy for record before submission to the finance department.