

Itemized Petty Cash Voucher

Office Supplies

Voucher No: PCV-2024-023

Date: 2024-06-18

Department: Administration

Payee: John Doe

#	Description	Qty	Unit Price	Total	Remarks
1	Ballpoint Pens	2 packs	70.00	140.00	
2	Staplers	1 pc	120.00	120.00	
3	A4 Copier Paper (500 sheets)	2 reams	250.00	500.00	
4	Sticky Notes	3 pads	45.00	135.00	
Total Amount				895.00	

Amount in Words:

Eight Hundred Ninety-Five Pesos Only

Purpose:

Reimbursement for office supplies purchased for June period

Requested By

Checked/Verified By

Approved By

Received By

Important Notes:

- All claims must be supported by official receipts and itemized details.
- Only approved petty cash submissions will be reimbursed.
- Ensure all fields and signatures are completed before submission.
- This document is for small, incidental office expenses only.