

**Company Name:** Sample Organization Ltd.

**Address:** 123 Sample Street, Sample City

**Contact:** 012-3456789

**Date:** 2024-07-01

**Voucher Ledger Period:** June 2024

## Payment Voucher Ledger - Petty Cash

#	Voucher No.	Date	Payee	Description	Account Code	Amount (RM)	Remarks
1	PC/2024/061	2024-06-03	John Lee	Office Stationery Purchase	7010	45.00	Received
2	PC/2024/062	2024-06-05	Anna Lim	Refreshments for Meeting	7045	32.50	Approved
3	PC/2024/063	2024-06-14	Ali Hassan	Local Transport Expense	7020	18.00	--
4	PC/2024/064	2024-06-23	Lina Goh	Courier Services	7030	26.00	--
<b>Total</b>						<b>121.50</b>	

### Important Notes:

- All petty cash payments must be supported by valid receipts and proper documentation.
- Petty cash usage should comply with the company's approval policies and limits.
- This ledger should be updated promptly after every transaction for accurate tracking.
- Periodic audits of petty cash and voucher records are recommended to prevent misuse.
- Any discrepancies or unverified payments should be reported immediately to the finance department.