

Petty Cash Journal Voucher

Voucher No: PCV-0254

Date: 2024-06-20

Prepared By: Maria Lopez

Department: Finance

Description: Reimbursement of office supplies and minor expenses from petty cash fund.

| Date | Particulars | Account Code | Amount | Remarks |
|------------|--------------------------|--------------|---------------|-------------------|
| 2024-06-18 | Office Stationery | 6010 | 120.00 | Receipts attached |
| 2024-06-18 | Local Courier Charges | 6075 | 45.00 | Paid for delivery |
| 2024-06-19 | Refreshments for Meeting | 6050 | 65.00 | |
| | | | 230.00 | Total |

Prepared By

Checked By

Approved By

Received By

Important Notes:

- All expenses must be supported with original receipts or documentation.
- This voucher should be approved by authorized personnel before reimbursement.
- Ensure correct account codes are used for each transaction.
- Petty cash should only be used for minor and immediate expenses.
- Maintain this document for audit and record-keeping purposes.