

# 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.