

Petty Cash Expense Bill

For Ledger Entry

Voucher No.: PC/2024/045

Date: 2024-06-11

Department: Administration

Prepared By: Priya Sharma

S.No.	Date	Particulars	Ledger Head	Amount (â‚¹)	Remarks
1	2024-06-10	Stationery purchase	Office Supplies	550	Invoice #235
2	2024-06-10	Courier charges	Postage & Courier	180	Courier to HO
3	2024-06-11	Refreshments	Refreshments	320	Team meeting
Total				1,050	

Amount in Words: One Thousand Fifty Only

Prepared By

Approved By

Received By

- All petty cash expenses must be accompanied by supporting bills or receipts.
- Ensure each entry is properly classified under the correct ledger head.
- The document requires approval before ledger posting.
- Maintain sequential voucher numbers for audit and verification.
- Amount in words should match the total in figures to prevent discrepancies.