

Petty Cash Reimbursement Voucher

Document No: PCRV-2024-056

Date:

2024-06-01

Name of Requestor:

Jane Smith

Department:

Administration

Purpose of Expense:

Office supplies purchase (stationery, printer paper)

#	Description	Receipt No.	Date	Amount
1	Pens, Markers	R-10521	2024-05-30	23.50
2	Printer Paper (A4)	R-10535	2024-05-31	16.00
3	Paper Clips & Binder	R-10537	2024-05-31	6.50
Total Amount			46.00	

Amount in words:

Forty-six dollars only

Requested by
(Signature & Date)

Verified by
(Signature & Date)

Approved by
(Signature & Date)

Paid by
(Signature & Date)

- Original receipts should be attached to this voucher.
- Ensure all expenses are business-related and within the petty cash policy.
- Signatures from all relevant parties are required for approval.
- Petty cash reimbursements are subject to internal audit and review.
- This voucher should be completed immediately after incurring the expense.

