office printable .com

PETTY CASH VOUCHER

VOUCHER NO. | DATE | AMOUNT

Paid to _____ Account / cost code _____

Purpose _____

Amount in words _____

☐ Receipt attached ☐ No receipt (explain) ☐ Reimbursement to staff

Received by | Approved by | Custodian

cut here

office printable .com

PETTY CASH VOUCHER

VOUCHER NO. | DATE | AMOUNT

Paid to _____ Account / cost code _____

Purpose _____

Amount in words _____

☐ Receipt attached ☐ No receipt (explain) ☐ Reimbursement to staff

Received by | Approved by | Custodian