

PETTY CASH VOUCHER

No.: _____ Date: _____

Amount: _____

Account / cost code: _____

Paid to: _____

Date spent: _____

Receipt attached: ☐ Yes ☐ NoChange returned: ☐ Yes ☐ None

Purpose - what the cash was spent on:

Approved by: _____

Received by (signature): _____

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