

PETTY CASH VOUCHER

Date :

Petty Cash Voucher No :

Receiver Name
(Vendor / Employee) :

| Description | Amount (\$) |
|-------------------|--------------|
| | |
| Amount in Words : | Total |

Cash Amount Request must not exceed – 150.00 \$

| | |
|--------------------|------------------|
| Received By: _____ | Signature: _____ |
| Approved By: _____ | Signature: _____ |