PETTY CASH BOOK

Wang Runcit · Malaysia · RM Month: _____ Custodian: _____ Float: RM _____

Date	Voucher	Description	Category	Out (RM)	In (RM)	Balance (RM)

Month-end check: cash counted RM _____ + receipts held RM _____ = float RM _____

If the two sides do not agree, find the difference now — not at year-end.

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