EXAMPLE — a correctly completed voucher

PETTY CASH VOUCHER

Wang Runcit · Malaysia · RM

Voucher no.	003
Date	12 / 03 / 2026
Paid to	Rakyat Courier Sdn Bhd
Purpose / description	Courier — client documents to Shah Alam
Expense category	Postage
Amount (RM)	45.00
Amount in words	Ringgit Forty-Five only

[X] Receipt attached — no receipt, no reimbursement.

Received by (who took the cash)

Aiman · 12/03/2026

Approved by (NOT the custodian)

Siti · 12/03/2026

Cash left in the box + receipts held = the float. Check it every month.

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