PETTY CASH VOUCHER

Wang Runcit · Malaysia · RM

Voucher no. _____

Date _____

Paid to _____

Purpose / description _____

Expense category _____

Amount (RM) _____

Amount in words _____

[ ] Receipt attached — no receipt, no reimbursement.

Received by (who took the cash) _____

Approved by (NOT the custodian) _____

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

Free template from Niagawan — niagawan.com

cut here — keep a stack by the cash box

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