

# 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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