

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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