[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Petty Cash Voucher

Paying a small cash expense from the petty cash float: who was paid, why, how much, and what is left in the float.

Voucher details

Voucher number: _____

Date: _____

Paid to: _____

Department: _____

Purpose: _____

Account code: _____

Cost centre: _____

Amount

Amount in figures: _____

Amount in words: _____

Float balance Record the float before and after this payment so the custodian can see when the float needs topping up.

Petty cash float: _____

Less this payment: _____

Fund balance after payment: _____

Authorisation and receipt

Authorised by: _____

Signature and date: _____

Received by: _____

Signature and date: _____

Petty cash custodian: _____

Signature and date: _____

Checklist

[ ] The purpose and the account code are written on the voucher before it is authorised.

[ ] The amount in figures matches the amount in words.

[ ] The fund balance after payment is worked out and the voucher is filed with the petty cash log.