[Company name]

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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	**[Voucher number]**
Date	**[DD Month YYYY]**
Paid to	**[Name of payee]**
Department	**[Department]**
Purpose	**[Purpose of payment]**
Account code	**[Account code]**
Cost centre	**[Cost centre]**

Amount

Amount in figures	**[Currency] [Amount]**
Amount in words	**[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	**[Currency] [Float amount]**
Less this payment	**[Currency] [Amount]**
Fund balance after payment	**[Currency] [Fund balance]**

Authorisation and receipt

Authorised by	**[Name and role]**
Signature and date	
Received by	**[Name and role]**
Signature and date	
Petty cash custodian	**[Name and role]**

[Company name]

Signature and date	

Checklist

Done	Check
	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.