Ashford Business Services Ltd

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	9 November 2026
Paid to	£45.00
Department	Operations
Purpose	£45.00
Account code	Account code
Cost centre	£45.00

Amount

Amount in figures	GBP £45.00
Amount in words	£45.00

Float balance

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

Petty cash float	GBP £45.00
Less this payment	GBP £120.00
Fund balance after payment	GBP £45.00

Authorisation and receipt

Authorised by	Sarah Mitchell, Office Manager
Signature and date	

Ashford Business Services Ltd

Received by	**David Okafor, Finance Manager**
Signature and date	
Petty cash custodian	**Emma Clarke, Office Manager**
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.