

PETTY CASH VOUCHER



Voucher No: _____

Attach Supporting Documents

Name of Claimant: _____ Date: _____

Dept or address: _____

ITEM NO:	DESCRIPTION	FINANCE CODE	AMOUNT	
Total				

To be Completed by Department Head

I approve the Expenditure and the Coding Shown above

Signed: Date:

Head of Department

To be Completed by the Recipient

I certify that I am entitled to the amounts shown on the above claim and that no other claim has been or will be made in respect of these items

I have received in cash the sum of \$ _____ dollars

and _____ cents

Signed: _____ Date: _____