Sample Petty Cash Voucher

The petty cash holder uses a Petty Cash Voucher to record checking and payment of petty cash expenditures.

The Petty Cash Voucher is in a set of two copies :

- the original copy attached to the Petty Cash Replenishment Form with supporting documents
- a copy filed in sequential order by the petty cash holder

PETTY CASH VOUCHER

The Owners' Corporation of XXX Building

No. _____

Date :_____

Particulars	Account Code	Amount HK$
	TOTAL	

Received the sum of _____

Dollars HK$ _____

For _____

_____

_____ _____

Approved by (name and signature) | Received By (name and signature)