

## Sample Petty Cash Voucher

The petty cash holder uses a Petty Cash Voucher (PCV) to record checking and payment of petty cash expenditures (**Sub-section 3.4.3**).

The PCV 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

<b>PETTY CASH VOUCHER</b>				
The Incorporated Owners of XXX Building				
		No. _____		
		Date : _____		
		Received the sum of _____		
		_____		
		Dollars HK\$ _____		
		For _____		
		_____		
<b>TOTAL</b>		_____		
		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                     _____                      Approved by                      (name and signature)                 </td> <td style="width: 50%; border: none;">                     _____                      Received By                      (name and signature)                 </td> </tr> </table>	_____ Approved by (name and signature)	_____ Received By (name and signature)
_____ Approved by (name and signature)	_____ Received By (name and signature)			