

Petty Cash Voucher Template

| PETTY CASH VOUCHER | |
|---|---|
| <div style="border: 1px dashed black; height: 40px; margin-bottom: 5px;"></div> <div style="text-align: center; padding-top: 5px;">Company Logo</div> | <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Company Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Address</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">City, State Zip Code</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Phone & Fax numbers</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Website URL</div> |
| PAID TO: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> | <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> |
| FOR: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> | <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> |
| ACCOUNT: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> | <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> |
| RECEIVED BY: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> | APPROVED BY CUSTODIAN: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> |

Petty Cash Record Template

[illegible]

Petty Cash Requisition Form Template

| PETTY CASH REQUISITION | |
|--|--------------------------------------|
| <i>Accounts for which payments were made:</i> | <i>Amount</i> |
| [list accounts here in separate rows] | [list amounts here in separate rows] |
| <i>Total cash needed to replenish fund:</i> | |
| REQUESTED BY: _____ | DATE: _____ |
| APPROVED BY: _____ | DATE: _____ |
| | CHECK No. _____ |