**Petty Cash Voucher**

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| --- | --- | --- | --- |
| **Date:** | |  | |
|
| **Voucher Number:** | |  | |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Description: | | | |
| Fund Issued for Office Supplies | | | |
| Change | | | |
|  | | | |
|  | | | |
|  | | | |
| **Total:** | | | |

|  |  |  |
| --- | --- | --- |
| **Approved By** | |  |

|  |  |  |
| --- | --- | --- |
| **Cash Received:** | |  |