**Petty Cash Voucher**

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

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

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

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