|  |
| --- |
| **Petty Cash Voucher** |
| ***Note:*** Petty cash requests must not exceed €50.00. |
|  |  |  | **Number** |
|  |  |  |  |
| **Department** |   | **Date** |   |
|  |   |  |   |
| **Amount Requested** |   |  |   |
|  |   |  |  |
| **Requested By** |   |  |  |
| **Description of Need** |   |
|  |   |
| **Approved By** |   | **Signature** |   |
| **Received By** |   | **Signature** |   |
|  |   |  |   |
| ***Please attach invoice/receipt***  |   |   |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Example Petty Cash Voucher** |
| ***Note:*** Petty cash requests must not exceed €50.00. |
|  |  |  | **Number 6/10** |
|  |  |  |  |
| **Department** | Caretaker | **Date** | 05/10/2008 |
|  |   |  |   |
| **Amount Requested** | €22.00 |  |   |
|  |   |  |  |
| **Requested By** | John Murphy |  |  |
| **Description of Need** | *New locks for store room* |
|  |  |  |  |
| **Approved By** | Principal | **Signature** | Mary Pringle |
| **Received By** | John Murphy | **Signature** | *John Murphy* |
|  |  |  |   |
| ***Please attach invoice/receipt***  |   |   |   |

**Petty Cash Book**

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| **Date** | **Description** | **Amount** | **Date** | **Description** | **Ref** | **Total** | **Games** | **Postage** | **Papers** | **Sundry** | **Notes** |
| 01/10/2017 | Balance B/F | 45.23 | 01/10/2017 | Papers | *1/10* | 10.00 |  |  | 10.00 |  |  |
| 01/10/2017 | Cheque 502666 | 200.00 | 01/10/2017 | Referees | *2/10* | 30.00 | 30.00 |  |  |  |  |
|  |  |  | 02/10/2017 | An Post | *3/10* | 58.00 |  | 58.00 |  |  |  |
|  |  |  | 03/10/2017 | Cakes | *4/10* | 10.00 |  |  |  | 10.00 | Birthday |
|  |  |  | 04/10/2017 | Book M Brown | *5/10* | 15.00 |  |  |  | 15.00 | Book |
|  |  |  | 05/10/2017 | Hardware | *6/10* | 22.00 |  |  |  | 22.00 | Locks |
|  |  |  | 06/10/2017 | Petrol | *7/10* | 5.00 |  |  |  | 5.00 | Mower |
|  |  |  | 07/10/2017 | Papers | *8/10* | 10.00 |  |  | 10.00 |  |  |
|  |  |  | 17/10/2017 | Referees | *9/10* | 30.00 | 30.00 |  |  |  |  |
|  |  |  | 09/10/2017 | Milk | *10/10* | 15.25 |  |  |  | 15.25 | Staff Canteen |
|  |  |  |  | **Total** |  | **205.25** | **60.00** | **58.00** | **20.00** | **67.25** |  |
|  |  |  |  | **Balance c/f** |  | ***39.98*** |  |  |  |  |  |
|  |  | **245.23** |  |  |  | **245.23** |  |  |  |  |  |
| **10/10/2017** | **Balance B/F** | ***39.98*** |  |  |  |  |  |  |  |  |  |