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|  **Petty Cash Voucher Template** |
| ***Note:*** Petty cash requests must not exceed €50.00. |
|  |  |  | **Number** |
|  |  |  |  |
| **Department** |   | **Date** |   |
|  |   |  |   |
| **Amount Requested** |   |  |   |
| **Change returned** |  |  |  |
| **Expense incurred** |  |  |  |
|  |   |  |  |
| **Requested By** |   |  |  |
| **Description**  |   |
|  |   |
| **Approved By** |   | **Signature** |   |
| **Received By** |   | **Signature** |   |
| **Paid out By** |   |  **Signature** |   |
| ***Please attach invoice/receipt***  |   |   |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Example of a completed Petty Cash Voucher**  |
| ***Note:*** Petty cash requests must not exceed €50.00. |
|  |  |  | **Number 0060** |
|  |  |  |  |
| **Department** | Caretaker | **Date** | DD/MM/YY |
|  |   |  |   |
| **Amount Requested** | €30.00 |  |   |
| **Change returned** | -€1.00 |  |  |
| **Expense incurred** | €29.00 |  |  |
|  |   |  |  |
| **Requested By** | John Murphy |  |  |
| **Description of Need** | *New locks for store room* |
|  |  |  |  |
| **Approved By** | Principal | **Signature** | *Mary Pringle* |
| **Received By** | Caretaker | **Signature** | *John Murphy* |
| **Paid out by** | Accounts Secretary |  **Signature** | Ann Smyth |
| ***Please attach invoice/receipt***  |   |   |   |