|  |  |  |  |
| --- | --- | --- | --- |
| **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*** |  |  |  |