|  |  |
| --- | --- |
|  |  **Petty Cash Voucher** |

A new petty cash voucher should be completed by the petty cash holder on each occasion that money is allocated from the petty cash float. **Each form should be consecutively numbered.**

When money is allocated from the petty cash float fields marked **\*** should be completed by the petty cash holder. The voucher should also be signed by the recipient to acknowledge they have received the money.

When receipts, and any unused petty cash, are returned the remainder of the form should be completed. Full details of the expenditure against the petty cash voucher number should then be recorded in the Petty Cash Book or List of Transactions.

This completed form should be saved for seven years and it should be kept with your Petty Cash Book or List of Transactions.

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|  |  |
| --- | --- |
| Department\* |  |
| Voucher number\* |  |
| Date\* |  |
| Authorised by (petty cash holder)\* |  |
| Received by\* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose\*** | **Petty cash given\*** | **Petty cash returned** | **Total expenditure** |
| e.g. Stamps | £2.50 | £1.40 | £1.10 |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Account code expenditure to be charged to** | **VAT Code** | **Amount** |
| **Cost Centre** | **WBS** | **Expenditure GL Code** | **£** | **p** |
| Eg Stamps |  | A/123456-11-1 | 61904 | XX | 1 | 10 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |