|  |
| --- |
| **Petty Cash Book** |
| **Company Name:** |
| **Paid To** |  | **Date** |  |
| **Address** |  | **Voucher No.** |  |
| **Email I'd** |  | **Bill No.** |  |
| **Contact No.** |  | **Ref. No.** |  |
|  |
| **#** | **Date** | **Item/ Description** | **Cr. Amount** | **Dr. Amount** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| **Final Amount** |  |
|  |
| **Prepared by:** | **Received by:** |
|  |  |
|  |
| **Notes** |
| 1 |   |
| 2 |   |
| 3 |   |
| 4 |   |
|   |

