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

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