Employee Name: Department:

**Petty Cash Expense Report**

*For period from: to:*

Voucher No.: Paid by Cheque No.:

***Entered:***

***Paid:***

***Approved:***

***Witness:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** | **No.** | **To Whom Paid:** | **Purpose:** | **Acct:** | **Amount:** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Petty Cash advance amount: £ Receipts Paid: £

Total Receipts and Cash: £ Cash in Hand: £

(Over or Under): £ Total: £

**Distribution of Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Totals: £**  |

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