PETTY CASH CHECK VOUCHER

VOUCHER MONTH
(Indicate month voucher should be paid)

VOUCHER NO.

NAME (Payee)

ADDRESS

CITY, STATE, ZIP

AMOUNT $ _____

MONTH | YEAR

PAYEE CODE NO

BANK A/C CODE

DESCRIPTION

PETTY CASH THRU

DATE	PAID TO	DESCRIPTION OR PURPOSE OF PAYMENT	GL	SUB	AMOUNT

CO.	PROJ.	G.L.	SUB.	DEBIT	CREDIT

TOTAL DISBURSED	
CASH ON HAND	
TOTAL FUND AMOUNT	

PETTY CASH CUSTODIAN _____

PROPERTY MANAGER _____