

Petty Cash Payment Voucher

BLANK TEMPLATE | Currency: INR

Payer	_____
Payee	_____
Voucher / date	_____
Payment method	_____
Amount in words	_____
Prepared by	_____
Approved by	_____
Received by	_____

Payment purpose	Supporting reference	Amount (INR)
Subtotal		INR _____
Total paid		INR _____

One small outgoing-cash transaction record; not a running petty-cash ledger.
Check approval and supporting records, then reconcile through the actual cash book.