

Petty Cash Payment Voucher

ILLUSTRATIVE EXAMPLE - fictional details | Currency: INR

Payer	Example Office
Payee	Sample Supplier
Voucher / date	PC-EX-003 / 12 September 2026
Payment method	Cash
Amount in words	One hundred and eighty rupees only
Prepared by	_____
Approved by	_____
Received by	_____

Payment purpose	Supporting reference	Amount (INR)
Local postage	Postage record EX-POST-003	120.00
Photocopying	Copy bill EX-COPY-003	60.00
Subtotal		INR 180.00
Total paid		INR 180.00

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