**[Your Company]**

[Address, City, ST ZIP Code]  **|**  [Website]

p. [Telephone]  **|**  f. [Fax]  **|**  [Email]

[Select Date]

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| Petty Cash Voucher | Month |  |
| Year |  |
| Number |  |

| Sr# | Description | Account Code | Amount |
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| Attach other paper work with this voucher |

**[Your Company]**

[Select Date]

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| Petty Cash Voucher | Month | [Address, City, ST ZIP Code]  **|**  [Website]p. [Telephone]  **|**  f. [Fax]  **|**  [Email] |
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| Attach other paper work with this voucher |