

Petty Cash Source Document Samples

1. PETTY CASH PAYMENT VOUCHER

V.G. Vegetable Cooperative Petty Cash Payment Voucher			
Date:	5-Feb-10	No.	3002
Name of Payee	Chris's Garage		
Goods/Services Received:	Fuel	Amount:	52.56
Amount in Words:	fifty-two dollars and fifty-six cents		
Received by:	Gladys Kaban	Signature	<i>Gladys Kaban</i>
Signature	<i>Gladys Kaban</i>	Date:	5-Feb-10
Prepared by:	Muhammad Kanewa	Signature	<i>Muhammad Kanewa</i>
Signature	<i>Muhammad Kanewa</i>	Date:	5-Feb-10
Approved by:	Beth Sofea	Signature	<i>Beth Sofea</i>
Signature	<i>Beth Sofea</i>	Date:	5-Feb-10
Payment Received by:	Chris Tofa	Signature	<i>Chris Tofa</i>
Signature	<i>Chris Tofa</i>	Date:	5-Feb-10
*Attach invoice and/or receipt to Petty Cash Payment Voucher			

2. PETTY CASH LEDGER

V.G. Vegetable Cooperative Petty Cash Ledger					
No.	Date	Description	Debit	Credit	Balance
1	1-Jan-10	Opening Balance			153.23
2	28-Jan-10	Payment of Electricity	32.55		120.68
3	5-Feb-10	Purchase of Fuel	52.56		68.12
4	26-Feb-10	Deposit of funds to petty cash		231.88	300.00

3. CHECK

V.G. Vegetable Cooperative 100 Clare Street Pemba Island, Tanzania	2122
Date: <u>26-Feb-10</u>	
Pay to the Order of <u>Cash</u>	\$ <u>231.88</u>
<u>Two hundred thirty-one and 88/100</u>	
Standard Charter Bank Box 2000 Pemba Island, Tanzania	
For <u>Replenish Petty Cash</u>	<i>Beth Sofea</i>
1:122000691:235893	

4. RECORD OF CASH COUNT

V.G. Vegetable Cooperative Record of Cash Count				
Date	Total	Name of Cou'ner	Signature	Comments
5-Jan-10	\$153.23	Beth Sofea	<i>Beth Sofea</i>	agrees with petty cash ledger
6-Feb-10	\$68.12	Beth Sofea	<i>Beth Sofea</i>	agrees with petty cash ledger
10-Mar-10	\$300.00	Beth Sofea	<i>Beth Sofea</i>	agrees with petty cash ledger
6-Apr-10	\$283.56	Beth Sofea	<i>Beth Sofea</i>	off by \$.10 from ledger
9-May-10	\$255.23	Beth Sofea	<i>Beth Sofea</i>	agrees with petty cash ledger