



Casuarina Swimming Club Petty Cash Voucher

A petty cash voucher must be prepared in ink to record petty cash fund transactions.

The petty cash voucher should be completed when cash is disbursed from the fund, and signed by the individual receiving the cash.

Received By		Signature
Amount Received	\$	Date
Amount Spent	\$	Date
Amount Returned	\$	Date
Description		
Spend Category		
Approved By		

Received By		Signature
Amount Received	\$	Date
Amount Spent	\$	Date
Amount Returned	\$	Date
Description		
Spend Category		
Approved By		

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Amount Spent	\$	Date
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