

## **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		

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