# PETTY CASH VOUCHER

Cash paid from the float

TRN

| Voucher no. | Date | Float holder | Cost centre |
|---|---|---|---|
| | | | |

| Sr. | Paid for | Supplier | Supplier TRN | Bill no. | Account head | Before VAT | VAT % | VAT | Total (AED) |
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| | | | | | **Total paid** | | | | |

**Float**

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|---|---|
| Float at the start | |
| Paid on this voucher | |
| **Cash that should be in the box** | |

**Rules**

Attach the original bill to each line. Where the supplier is VAT-registered, keep its tax invoice (a simplified tax invoice is enough for AED 10,000 or less) so the VAT can be recovered. A line with no tax invoice goes in at 0% VAT.

Prepared by (float holder)

Approved by

Received by