Petty Cash

Date	Voucher No.	Details	Code	Amount		VAT	
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			Expenditure now reclaimed :				
			Cash in hand :				
			Amount of Imprest :				

FOR USE BY FINANCIAL ACCOUNTING

ACCOUNT CODE	AMOUNT	

Authorised : _____

Date : / /

Received the sum of : £ _____

Date : / /

Signed : _____