Petty cash book

Small spending from a fixed float. When the cash runs low, top it back up: float minus cash left.

Float (the fixed amount) _____ Period _____ Kept by _____

Date	Voucher no.	Details	Total paid	Travel	Postage	Stationery	Tea and food	Cleaning	Other

Total paid	Cash left in the box	Top-up needed	Topped up on	Checked by

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