

Name of the Organisation

Address and Registration Number

PETTY CASH PAYMENT VOUCHER

P V No

Rs

Date

(in Words) Rupees

Pay to

Particulars of Payment

Account/Budget Code	Amount	
	Rs	Cts

.....
Received Payment

N.I.C No

.....
Prepared By

.....
Checked By

.....
Approved By

Beneficiaries Committee Members 1.

2.