# Petty Cash Voucher

**Property Manager:** _____

**Property/Entity:**

| | | | Beginning Cash Balance: | | $0.00 | Acct Use Only | Acct Use Only |
|---|---|---|---|---|---|---|---|
| Date | Vendor | Description** | GL Account | Amount | Remaining Cash Balance | | |
| | | | | | $0.00 | | |
| | | | | | $0.00 | | |
| | | | | | $0.00 | | |
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| | | | | | $0.00 | | |
| | | | | | $0.00 | | |
| | | | | | $0.00 | | |
| | | | | | $0.00 | | |
| Total Reimbursement Requested/ Balance needed to replenish fund | | | | $0.00 | | | |
| **(A)** Petty Cash on Hand/Remaining Cash Balance | | | | | $0.00 | | |
| **(B)** Total Petty Cash Approved Amount | | | | | | | |

**** Brief description should be provided and receipts must be attached.**

**(A)** Balance should equal Remaining Cash Balance in running total above.
**(B)** Balance approved by owner should equal total receipts plus cash.

**Reset Form**