****

VOUCHER NO.

**PETTY CASH VOUCHER**

**– Member of Staff**

|  |  |  |
| --- | --- | --- |
| **Description of items** | **£** | **p** |
| **VAT** |  |  |
| **Expenditure Code**  |  |  |  |  |  |  |  |  |  |  |
| **The above amount****Agreed/Paid by Head teacher** | **Signed: Date:** |  |
| **Received by claimant** | **Signed: Post held:**  |  |
| **Date:** |  |  |

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