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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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**PETTY CASH VOUCHER**

**– Member of Staff**

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