

Petty Cash Account

Date:	01/02/2020	Ref. No.	02/2020
Account Holder	The Secretary	Section	
Transaction	Payee	Description	Account
Ref. No.			€
			Number
1	VC Service Station	Purchase of fuel for LCs vehicle	20.00
2	Photocity	Prints of LC group	6.30
3	VC Service Station	Purchase of fuel for LCs vehicle	20.00
4	Iklin Pharmacy	Pkt of Panadols for office use	2.17
5			
6			
7			
8			
9			
10			
11			
12			
13			
(Transaction receipts attached) Total Paid in (receipts attached)			48.47

Balance 48.47

Received HSBC Cheque No 48.47

Signed Etienne Montfort 28/02/2020
 (Account holder) (Date)

Verified _____
 (Account holder) (Date)

Posted to
 Ledger by: _____
 (Account holder) (Date)