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In the books of Xing Enterprise

## Petty Cash Book

PCB01

Receipts	Folio	Date	Particulars	Voucher No.	Payments	Postage and stationery	Travelling Expenses	Motor Expenses	General Expenses	Others	
RM		2017			RM	RM	RM	RM	RM	RM	
95		Mar 1	Balance b/d								
305	CB01		1 Bank - Reimbursement								
			2 Taxi Fare	1	25		25				
			4 Notepads and Envelops	2	20	20					
			5 Refreshment for Visitors	3	18				18		
			8 Petrol on Delivery Van	4	30			30			
			9 DHL Courier Service	5	10	10					
			13 Flowers	6	23				23		
			14 KTM Fare	7	28		28				
			15 Repairs to Delivery Van	8	50			50			
			16 Personal Expenditure	9	22					22	
			20 Marker Pen and Staples	10	16	16					
			22 SK Lou	11	27					27	
			26 Postal Surcharges	12	9	9					
					278	55	53	80	41	47	
			30 Balance c/d		22						
300					300						
22		Apr 1	Balance b/d								
378	CB01		1 Bank - Reimbursement								