

Name: \_\_\_\_\_ ( )

Class: S.M.1 AC ( )

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

In the books of Best Enterprise

## Petty Cash Book

PCB01

Receipts	Folio	Date	Particulars	Voucher No.	Payments	Postage and Stationery	Travelling Expenses	Cleaning Expenses	General Expenses	Others	
RM		2018			RM	RM	RM	RM	RM	RM	
123		Feb 1	Balance b/d								
327	CB01	1	Bank - Reimbursement								
		4	Donation to Local Charity	1					30		
		7	Taxi Fare	2	25		25				
		12	Photocopy paper, files and marker pen	3	38	38					
		15	Refreshment for Visitors	4	27				27		
		18	Flowers	5	33				33		
		20	Brushes, Detergent and Gloves	6	23			23			
		22	Travelling Allowance	7	35		35				
		23	John Kee	8	49					49	
		25	Charges for Registered Letter	9	12	12					
		25	Wages to Cleaner	10	45			45			
		27	Courier Service	11	22	22					
		27	Private Expenditure	12	50					50	
					389						
		28	Balance c/d		61						No space ok.