

PETTY CASH VOUCHER

DATE	
NAME	
DEPARTMENT	

	DATE	DESCRIPTION	VAT 7%	TOTAL AMOUNT (BAHT)
GASOLINE				
TRAFFIC				
TOLL WAY				
EXPRESS WAY				
PARKING				
ect.				
WELFARE				
FOOD				
PHOTO				
ect.				
STAMP & POSTAGE				
CAR CHARGE				
ACCR WHT.				
SALARY & WAGES				
OVERTIME				
CUSTOM CLEARANCE				
SOCIAL INS				
UNCLAIMED INPUT TAX				
MISC.				
GRAND TOTAL				

RECEIVED BY	APPROVED BY	A/C

REMARKS :

- 1) THIS VOUCHER SHOULD BE APPROVED BY MANAGER
- 2) EACH VOUCHER SHOULD BE APPLIED WITHIN 3 DAYS FROM PAYMENT DATE
- 3) ORIGINAL RECEIPT MENTIONING CO. ADDRESS SHOULD BE ATTACHED