

**Indirect Channel**

**Resource Center**



**Other documentation to consider**

* Petty Cash Reconciliation
* Petty Cash Guidance



**Instructions**

1. Provide the Petty Cash Voucher and related approval forms to employee(s) responsible for approving and reconciling petty cash transactions (e.g., custodians). Please ensure voucher numbering system is in accordance with your company policy.

# Ensure that relevant employee(s) are aware of the Petty Cash Voucher and follow your company’s process regarding petty cash transactions.

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| **Description**  The Petty Cash Voucher ensures allows distributors/agents appropriately  document the request and approval of business-related petty cash disbursements.  Please note, the use of petty cash is not recommended, especially for high risk  transactions (e.g., involving government officials, healthcare professionals,  etc.) when alternative methods of payment are available. |



**How does this benefit you?**

Documenting petty cash payments will ensure that books and records accurately and fairly reflect your company’s transactions in reasonable detail and help maintain an adequate system of internal accounting controls. Accurate books and records will assist your business with planning, budgeting, reporting and allocating resources.



**Petty Cash Voucher**

*Version 1.0*

**PETTY CASH VOUCHER**

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| --- | --- | --- |
| **Petty Cash Transaction Information** | | |
| Voucher number: | | |
| Requested by: Date: | | |
| Amount and Currency: | Description of Intended Use: | If HCP/Government Official-Related Expense, Include Name(s) Below: |
|  |  |  |
| Approved by: Date: | | |