

Worksheet #3

Name: _____

Instruction: Match the words in column B to the correct definition in column A.

| Definition | Word |
|---|--------------------|
| A sum of money held as a float to provide the petty cashier with funds. _____ | Expenditure |
| A book used for making small payments. _____ | Petty cash book |
| A system used to controlling expenditure of small cash items which are recorded in the petty cash book. _____ | Petty cash voucher |
| A form used by anyone requesting payment for a small item of expenditure incurred. _____ | Imprest system |
| The action of spending funds. _____ | Cash float |

Instruction: You authorized the petty cash voucher for K. Lee. K. Lee paid for stamps on behalf of the business for \$25. The next vouch number is 15. **Required:** Fill in the blank on the petty cash voucher.

| | | | | | |
|--------------------|--|--|---------------|--------------|--|
| | | | | No: | |
| | | | | Date: | |
| | | | | | |
| Description | | | Amount | | |
| | | | | | |
| | | | | | |
| Signature: | | | | | |
| Authorised: | | | | | |
| | | | | | |