

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:					