**PETTY CASH LOG TEMPLATE**

This Petty Cash Log Template is designed to help SMEs manage small daily cash expenditures efficiently. Each transaction must be logged with full details for accurate financial tracking and accountability.

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| **Date** | **Voucher No.** | **Description** | **Requested By** | **Amount (₦)** | **Approved By** | **Signature** |
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*Note: This log must be submitted weekly to the accounts department and all receipts must be attached.*