SAMPLE FORMAT OF SIMPLE PETTY CASHBOOK											
AMOUNT RECEIVED	C.B. FOLIO DATE PARTICULARS		VOUCHER NO.	AMOUNT PAID							

SAMPLE FORMAT OF ANALYTICAL PETTY CASHBOOK												
		VOUCHER		TOTAL								
RECEIPTS	DATE	NO.	PARTICULARS	PAYMENT	PACKAGE	TRANSPORT	POSTAGE	STATIONERY	SUNDRIES			