

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**OCR LEVEL 1 AWARD IN BOOKKEEPING SKILLS
(MANUAL) – 05524**

**OCR LEVEL 1 EXTENDED AWARD IN
BOOKKEEPING SKILLS – 05526**

**OCR LEVEL 2 CERTIFICATE IN BOOKKEEPING
AND ACCOUNTING SKILLS – 05529**

UNIT M5: MAINTAINING PETTY CASH RECORDS

**SAMPLE ASSESSMENT
ANSWER BOOKLET**

Candidate name:

Centre number:

Centre name:

Notes for candidates:

- 1 This answer booklet must **ONLY** be used for the qualification unit listed above. If you have been given an incorrect answer booklet, please inform your Invigilator immediately.
- 2 After you have completed the tasks, please ensure that this answer booklet is attached to your completed Submission Cover Sheet.

Folio _____		
PETTY CASH VOUCHER	Date _____	
For what required	AMOUNT	£ p
Signature <u> <i>Steven Ross</i> </u>		
Passed by _____		

Folio _____		
PETTY CASH VOUCHER	Date _____	
For what required	AMOUNT	£ p
Signature <u> <i>Jane Wilson</i> </u>		
Passed by _____		

Folio _____		
PETTY CASH VOUCHER	Date _____	
For what required	AMOUNT	£ p
Signature <u> <i>John Baxter</i> </u>		
Passed by _____		

Folio _____		
PETTY CASH VOUCHER	Date _____	
For what required	AMOUNT	£ p
Signature <u> <i>Jill Kurtz</i> </u>		
Passed by _____		

Folio _____		
PETTY CASH VOUCHER	Date _____	
For what required	AMOUNT	£ p
Signature <u> <i>Steven Ross</i> </u>		
Passed by _____		

Folio _____		
PETTY CASH VOUCHER	Date _____	
For what required	AMOUNT	£ p
Signature <u> <i>Imran Patel</i> </u>		
Passed by _____		

CASH IN HAND FORM		
Date 30 April 2011		
Notes	Quantity	Total
£10		
£5		
Coins		
£2	3	
£1	2	
50p	3	
20p	9	
10p	7	
5p	15	
2p	11	
1p	12	
Total		

PETTY CASH REIMBURSEMENT REQUEST

Please arrange for a cheque for £ _____ to restore imprest.

Signed _____ Petty cashier