

PROCEDURE MANUAL

PETTY CASH

1.

Salaries Administrator

The petty cash float is made up of an imprest amount of R2000, 00.

2

All Staff

Petty cash requests must be properly authorized and have the relevant vote numbers. Petty cash requests (copy attached) must be accompanied by the relevant / appropriate supporting documentation e.g. cash sales slips, receipts, etc. **In the event where advance was granted, the relevant receipts / invoices should be returned to Finance Department within 24 hours.**

3.

Salaries Administrator / All staff

A maximum of R350,00 per request may be issued. Any request in excess of R350,00 must be authorized by the Chief Financial Officer.

4.

Salary Administrator / All Staff

Petty cash shall be issued strictly between 9:00 – 11:00 daily. (Any exceptions shall be limited to emergencies only)

5.

Salary Administrator

Once the petty cash float has reached +-R350, 00, the petty cash float must be replenished in the following manner:

- 5.1 Notwithstanding the above, the petty cash register must be updated regularly (at least once every 2 days) and reconciled,
- 5.2 When the petty cash float has reached +-R350,00 a voucher must be drawn to replenish the float by attaching all requests with receipts, cash sale slips. A summary of the register must accompany the voucher.

- 5.3 The replenishment will always equal the difference between the imprest amount and cash on hand.

CHIEF FINANCIAL OFFICER

Circulation:

Assistant Manager: Income and Expenditure

Accountant: Revenue

Expenditure

Salary Administrator