

**LEPELLE –NKUMPI REVIEWED
PETTY CASH PROCEDURE MANUAL
FOR 2020/21 FINANCIAL YEAR**

EA

OBJECTIVE

To give effect to the Supply Chain Management policy.

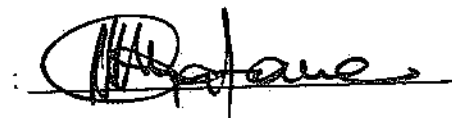
1. The requesting department shall submit an approved requisition to Expenditure section [creditors' office] and a card shall be issued loaded with the required amount not exceeding the allowed petty cash threshold.
2. Petty cash requisition form must be completed signed by the requesting employee and approved by the head of department or delegated official. It must be accompanied by a quotation to confirm the requested amount.
3. Particulars of employee issued with a card must be registered in the petty cash register and must sign for it upon receipt.
4. The cards must be kept in the safe and be issued as and when requested.
5. Petty cash may not be used for payroll payments; inventory, capital goods, travel and other personal obligations.
6. Petty cash payments must be substantiated by original invoice/proof of purchase. In case of refreshments purchased for meetings, an attendance register must be attached.
7. Petty cash register must be reconciled and captured in the financial system on a monthly basis and all supporting documentations must be made available to substantiate/support the reconciliation
8. The petty cash register must be verified and reviewed for correctness by the Expenditure delegated official on a monthly basis.

Reviewed by

 Masemola M.N.

Masemola M.N
Acting Chief Finance Officer

Approved by

 Gafane L.A.

Gafane L.A
Acting Municipal Manager
Date: