

2.11

PETTY CASH FUNDS

Policy Number: 016A/06/04

Scope: The policy deals with general, reconciliation and handing-over procedures as applicable to all petty cash funds.

Policy:

GENERAL PROCEDURES

- Applications for petty cash funds must be directed to the Head: Financial Services. Petty cash requests are limited to a maximum of R1 000.00. A formal petty cash application form must be filled in. This requires that the relevant departmental chairperson/head of division/executive head/discipline head undertake to apply funds in agreement with the policy and procedures.
- Overall control and signing power rest with the departmental chairperson /head of division/executive head/discipline head. Both he/she and the person responsible have to sign the petty cash top-up form.
- Because of tax implications, no payments with regard to remuneration may be made to any person. In such instances, Human Resources must be contacted.

RECONCILIATION PROCEDURES

Cash in hand must periodically be confirmed by the departmental chairperson / head of division/executive head/discipline head to ensure that petty cash funds are correct (Advance – proof of purchase = cash in hand). The petty cash top-up form must be signed by the departmental chairperson / head of division/executive head/discipline head as proof that the physical cash on hand has been checked and that it corresponds to the amount according to the reconciliation. It is important to fill in the reconciliation space on the petty cash top-up form for the purpose of control.

- The petty cash top-up form on which the expenses are listed is available from the Financial Services Division, and the original proofs of purchase must be attached to it.
- A cheque requisition form must be sent to the relevant faculty official, together with the petty cash top-up form and the original proof of purchase. If the petty cash top-up form is not completed properly and adequately authorised, the petty cash top-up will not be processed, but will be returned to the relevant department/division.
- Original, official invoices or receipts that meet policy requirements must serve as proof of petty cash spending.
- The petty cash must be kept up to date and be balanced, as it could be audited at any time by the internal/external auditors and/or the Finance Division.
- The maximum pay-out per transaction from petty cash is R250.00.
- Petty cash funds must be administered separately from any personal accounts. The purpose of petty cash is to have cash readily available at all times for concluding smaller diverse transactions.
- Personal advances are not granted from petty cash.
- Personal funds may under no circumstances be used for petty cash purchases. If the value of transactions prevents purchases from petty cash, a purchase requisition should be requested for the planned expense.
- No income, of whatever nature, may serve as top-up for petty cash.
- The person responsible may not top up the petty cash from his/her own pocket. The amount requested may never be more than the amount of the original petty cash advance.
- No personal expenses may be paid from petty cash funds.

PROCEDURE FOR HANDING OVER

- A one-off undertaking is signed by the holder of the petty cash in which it is declared that petty cash prescriptions have been studied and accepted.
- Petty cash top-up will take place by means of uncrossed cheques.
- The relevant petty cash cheque will only be given to the beneficiary initially indicated on the cheque requisition, after thorough identification by the Financial Services Division.
- Cash must be kept in a cash box that is locked away in a safe or a reinforced filing cabinet. As the University is not insured against money going missing, cash must be limited to a minimum amount.
- The key to the cash box may only be in the possession of the person in control of petty cash spending. A duplicate key in a sealed envelope must be kept safe by Ms HM Pieterse, Funds and Assets Control Division. The person responsible at the Tygerberg campus is Ms S Schoeman and at Bellville Park it is Mr P Gerber.

Contact Division:
Financial Services