

TITLE: Petty Cash

SCOPE: This document is aimed to be a guide in the administrative processes of petty cash.

PROCEDURE:

**EXAMPLE:
Petty Cash Voucher**

PETTY CASH VOUCHER

Present this petty cash voucher to the responsible officer within your business unit, with the original receipt attached, for reimbursement of small occasional business expenses.

Petty cash can only be provided up to \$50.00 including GST.

Name of recipient:	
Team:	
Expenditure details:	
Total Amount:	

Cost Centre	Output	Project	Object	Amount Exc GST	GST Amount	Amount Inc GST

I certify that the goods/services have been received in good order and all details of this payment are correct.

Recipient signature: _____
Date: ____/____/____

I have approved expenditure delegation to authorise payment for this transaction and agree that it is appropriate to pay this amount.

Financial Delegate Name: _____
Team: _____
Delegated Authority Limit: _____ Date: ____/____/____
Signature: _____

Received Date: ____/____/____ Signature: _____

**EXAMPLE:
Expenditure Authorisation**

EXPENDITURE AUTHORISATION

DATE: ____/____/____ PURPOSE: _____ AMOUNT: \$ _____

Total \$ _____

Cost Centre	Output	Project	Object	Amount Exc GST	GST Amount	Amount Inc GST

Financial Delegate Name: _____
Team: _____
Delegated Authority Limit: _____ Date: ____/____/____
Signature: _____

- Petty cash vouchers are utilised for instances where a purchase is required for work related purposes utilising your own currency. eg. car-parking. This will enable you to receive a reimbursement of such purchases.
- The maximum Petty Cash to be claimed is \$50.00 in one transaction.
- If there is a requirement to claim in excess of this amount, an Expenditure Authorisation form is to be completed. A cheque will then be drawn and issued as reimbursement.
- The member submitting the Petty Cash Voucher needs to fill out the mandatory fields eg. Name, Branch, Amount and the details/reason for the acquisition. The receipt is also to be attached then submitted to the Team Manager for approval.
- The Manager will assess the Petty Cash Voucher claim and if all is satisfactory, will then approve and return to the relevant Administration Officer.

- The Administration Officer will then suitably code it (if codes available. Seek assistance from Accounting & Finance if needed) and scan the original form and receipts for electronic filing before submitting it to Finance Services.
 - Scanned copies of the submitted Petty Cash forms are save in the appropriate month folder.
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