

## BENEFITS POLICY

Procedure #	AD-103-P4	Revision #	01
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### PETTY CASH PROCEDURE:

Petty cash is an amount of money kept at Finance Department and the Procurement Department to cover small expenses.

1. In order to use the petty cash allowance, the employee should fill the Petty Cash Request Form and get his/her department head's approval.
2. The requester is not allowed to ask for a petty cash if he didn't pay out his/her previous petty cash payments.
3. The employee should submit the Petty Cash Request Form to the Finance Department for processing.
4. The Finance Department should verify that the petty cash request covers the basic conditions.
5. Later, the requester has to attach the purchase vouchers with invoices to reimburse the petty cash.

### Related Documents:

1. Petty Cash Request Form (AD-103-F6)