



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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MALAYBALAY CITY DIVISION
RELEASED
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BY: flai

MEMORANDUM:

TO : Asst. Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Unit Heads & Staff
All Other Concerned

FROM : VICTORIA V. GAZO, PhD., CESO V

DATE : February 5, 2020

SUBJECT : GUIDELINES ON THE USE OF PETTY CASH FUND

1. This Office hereby disseminates the herein "Guidelines on the use of Petty Cash Fund" to ensure efficient & effective operations in this division.
2. For Information & Guidance.

Incl:

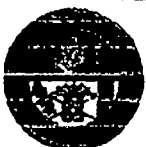
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PETTY CASH FUND

GUIDELINES

1. The maximum amount for Petty Cash Fund cash advance to be granted to the Petty Cash Fund Custodian is ₱ 15,000.00 per month.
2. Petty Cash Fund shall be used to cover expenses that have minimal amount and are emergency in nature only.
3. All disbursements from the Petty Cash Fund shall be supported with a duly accomplished and approved Petty Cash Voucher.
4. All expenses for purchases shall be supported with Official Receipt and duly accomplished Inspection and Acceptance Report.
5. If the amount is ₱ 1,000.00 and above, Request for Price Quotation and a certification that the purchase is emergency in nature shall be required.
6. Petty Cash Fund shall NOT be used for regular expenses such as travel claims and fuel expenses for the service vehicles. However, reimbursement of multicab/rela fare supported with approved Pass Slip and signed Certificate of Appearance for official business done within the city proper, may be charged against the Petty Cash Fund.
7. If the nature of payment is for labor services, a Job Order and Payroll shall be required in lieu of the Official Receipt.

ESTABLISHMENT OF PETTY CASH FUND

1. Petty Cash Fund Custodian receives the approved List of Due and Demandable Accounts Payable – Advice to Debit Account for the establishment/ replenishment of petty cash fund. Records in the Cash Disbursement Record the date, reference, and the amount in the "Disbursements" column.
2. Petty Cash Fund Custodian withdraws the cash from the Government Servicing Bank and keeps it in a safety vault.

3. Petty Cash Fund Custodian marks the appropriate boxes for "Received Refund" or "Reimbursement Paid" portion and signs Box C of the Petty Cash Voucher.
4. Requesting Personnel checks and fills out the appropriate boxes for "Liquidation Submitted" and "Reimbursement Paid" upon submission of necessary supporting documents and receipt or reimbursement of cash, if any, and signs the Petty Cash Voucher.
5. Petty Cash Fund Custodian returns Copy 2 of the Petty Cash Voucher to the Requesting Personnel.
6. If the amount granted is equal to the amount paid as shown in the liquidated Petty Cash Voucher, Petty Cash Fund Custodian proceeds to Step No. 7. If the amount is not equal to the amount paid, Petty Cash Fund Custodian retrieves from file the Cash Disbursement Record and records the necessary adjustments based on the liquidated Petty Cash Voucher.
7. Petty Cash Fund Custodian files the original of the Petty Cash Voucher together with the supporting documents awaiting replenishment.


REPLENISHMENT OF PETTY CASH FUND

1. Petty Cash Fund Custodian prepares the Petty Cash Replenishment Report based on Petty Cash Vouchers' numerical sequence and signs in the "Certified Correct by" portion.
2. Petty Cash Fund Custodian prepares the Disbursement Voucher and Obligation Request and Status with accomplished Petty Cash Replenishment Report and liquidated Petty Cash Vouchers, for submission to the Budget Unit and Accounting Unit for processing of replenishment.

Prepared by:


RUFELIA J. LIMBENGCO
Administrative Officer IV – Cash

Approved by:


VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent