

PETTY CASH CLAIM HR GUIDELINES

1. Purpose

The purpose of the Petty Cash Fund is to provide a convenient way for employees to pay for **small, urgent, and incidental business expenses** without going through the normal procurement process.

2. Scope

These guidelines apply to **all employees** who incur small business-related expenses on behalf of the company and require reimbursement via petty cash.

3. Maximum Claim Limit

The **maximum amount per petty cash claim is \$100**

Any amount exceeding this limit must be processed through the **official finance reimbursement system**

4. Allowable Expenses

- (i) Petty cash may be used only for:
- (ii) Office supplies (e.g. pens, paper, printer ink)
- (iii) Small pantry items (e.g. coffee, tea, sugar)
- (iv) Local transport for urgent business needs
- (v) Courier / postage fees
- (vi) Urgent minor repairs
- (vii) Printing / photocopying (small jobs)

5. Non-Allowable Expenses

- (i) Personal expenses
- (ii) Entertainment, meals, or staff parties
- (iii) Alcohol or tobacco
- (iv) Fuel / vehicle maintenance
- (v) Expensive electronic devices
- (vi) Fines or penalties
- (vii) Gifts for personal occasions

6. Required Documents

Each claim must include:

Original receipt with:

- Date of purchase
- Supplier name
- Items purchased
- Total amount

7. Claim Submission Process

Employee makes the purchase
Completes the petty cash claim form
Attaches original receipt
Submits to **HR / Accounts**
Manager reviews and approves
Claim is reimbursed
Finance updates the petty cash log

8. Submission Deadline

Claims must be submitted **within 5 working days** from purchase date
Late claims may be rejected

9. Audit & Control

HR/Finance will conduct **monthly checks** on petty cash usage
Random audits may be carried out at any time
Repeated misuse may result in disciplinary action

10. Example of a Good Claim

Item	Example
Purchase	Printer ink
Amount	\$25
Date	10 July 2025
Reason	Urgent printing for client presentation
Status	Approved

11. Contact

For enquiries, please contact:

HR Department

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