



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

Petty cash may be used only for:

- ✓ Office supplies (e.g. pens, paper, printer ink)
- ✓ Small pantry items (e.g. coffee, tea, sugar)
- ✓ Local transport for urgent business needs
- ✓ Courier / postage fees
- ✓ Urgent minor repairs
- ✓ Printing / photocopying (small jobs)

5. Non-Allowable Expenses

- ✗ Personal expenses

- ✗ Entertainment, meals, or staff parties
- ✗ Alcohol or tobacco
- ✗ Fuel / vehicle maintenance
- ✗ Expensive electronic devices
- ✗ Fines or penalties
- ✗ 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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