

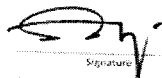
Request for Payment process Petty Cash - (FBCJ)

Number of request: Pap/Non-PO/03/06/16

Doc type	Doc Number	Invoice date	Invoice number	Vendor name	Vendor code	GL Codes	FC No	FC Line	Description	Currencies	Amount	Partner Bank	Method of payment
2		N/A	N/A	Grace Kartika Candra	S00626649				Petty cash repelenishment June 2016 for Manokwari, 5th Req in Y-2016	IDR	1,830,050	CIMB Niaga - Jayapura	Transfer to the custodian personal account due to inavailability of CIMB Niaga in Manokwari
2		N/A	N/A	Rihana Bakri -	S00405298				Petty cash repelenishment June 2016 for Jayapura office, 4th req in Y-2016	IDR	2,181,600	CIMB Niaga - Jayapura	Cash withdrawn by the custodian (Rihana Bakri)

The above transaction has been certified, verified and approved for payment. We wish you to pay the above as per list. All documentation are ready for assurance activities at all times.

Prepared,



Rihana Bakri

Operation Assistant

Date: 09 June 2016

Approved for payment,



Monika Oledzka Nielsen

OIC-CFO - Papua & West Papua

Date: 09 June 2016

DIRECT PAYMENT (Non-PO) REQUEST FORM

NOTES BEFORE SUBMISSION

1. Please check if Vendors is registered or not in SAP, to check use Tcode XK03, ensure bank account detail is correct.
2. Please provide scanned black and white single file (PDF) of supporting document (certified invoice, email correspondence)
3. Please make sure the Fund Commitment has sufficient fund and status is approved.

NO.	DESCRIPTION	INFORMATION
1	Vendor Number:	S00626649 -Grace Kartika Candra
2	Permitted Payee Number:	
3	Currency:	IDR
4	Payment Method: (Bank transfer/ check)	BANK TRANSFER to CIMB NIAGA Jayapura
5	Additional Information: (any information related to the payment)	Petty cash (FBCJ)
6a	Invoice Line 1 GL Account :	-
6b	Invoice Line 1 Amount:	1,830,050
6c	Invoice Line 1 FC Number: / Line item:	
TOTAL INVOICE AMOUNT		1,830,050

Requested by

Name: Rihana Bakri

Date: 09 June 2016

UNICEF
New York
1000

CASH JOURNAL
PC- INDONESIA - MANOKWARI
ID14 / 1011274
01.05.2016 - 31.05.2016

Page: 1
IDR Rupiah
12.05.2016 20:27:29
RFCASH20 / GKCANDRA

Opening Balance:						2,000,000	IDR
Document N	Pstng Date	Doc. Date	Business Trans. P	Expenses	Receipts	Tax Amount	
Item			Business Trans.	Expenses	Receipts	Tax Amount	Text for item
278393	12.05.2016	12.05.2016	EXPENSE	725,000	0	0	OAC
278394	12.05.2016	12.05.2016	POST_POUCH	108,050	0	0	OAC
278395	12.05.2016	12.05.2016	EXPENSE	240,000	0	0	OAC
278396	12.05.2016	12.05.2016	MISC_EXPENSE	157,000	0	0	OAC
278397	12.05.2016	12.05.2016	EXPENSE	150,000	0	0	OAC
278398	12.05.2016	12.05.2016	EXPENSE	450,000	0	0	OAC
278399	12.05.2016	12.05.2016	REPLENISHMENT	0	1,830,050	0	OO
* Total				1,830,050	1,830,050	0	
* Total Expenses only Saved				1,830,050			
* Total Receipts only Saved				0		Number of Saved Documents:	6
Closing Balance						2,000,000	IDR

Symbols: ☒ Posted ☒ Saved ☒ Reversed/Reversal Document

Signatures:

Prepared

Checked

Confirmed

Grace K. Candra
Grace K. Candra

RECEIVED 20 MAY 2016

LIST OF PETTY CASH PAYMENT

Unicef Office at : Manokwari - Papua Barat

Currency : Rupiah Petty Cash Replenishment by Cheque

DATE RECEIPT	PETTY CASH VOUCHER NO.	D E S C R I P T I O N	ACCOUNT CHARGE	AMOUNT
		Petty cash in hands	2016	2,000,000
		Stationary & Photocopy	7300110	150,000
		Post Pouch	7110110	108,050
		Ancillary - office janitory	7200120	725,000
		Local newspaper subscription	7300320	240,000
		Misc expense	7510910	157,000
		Maintenance AC	7200120	450,000
				1,830,050

Description	G/L	Total
Ancillary staff	7200120	725,000
Electricity		
Security of Off. Premises		
Courier	7110120	
Meeting material	7300330	
Miscell. Expense	7510910	157,000
Post - pouch	7110110	108,050
Staff travel	7100110	
Staff welfare	7500310	
Stationary	7300110	150,000
Telephone	7110210	
Periodicals and Subscriptions	7300320	240,000
Progr Support/Meeting cost		
Repair & maint. (furniture, fittings, Fixtures)	7200210	450,000
Utilities (premises & equipt)	7230210	
Misc supplies	7300910	
Progr Support/Meeting cost	463	

1,830,050

Prepared by : Grace K. Candra

Custodian (Print Name)

Signature

Date

13 May 2016

Approved by : Monika O. Nielsen

OIC CFO- UNICEF Papua

Signature

Date

09.06.2016

LIST OF PETTY CASH PAYMENT

Unicef Office at : Manokwari - Papua Barat

Currency : Rupiah

Petty Cash Replenishment by Cheque

21 Apr - 13 May 2016

DATE	PCV no	DESCRIPTION	AMOUNT	ACCOUNT CHARGE
		Petty cash in hands	2,000,000	2016
		Stationary & photocopy	150,000	9300 110
28-Apr-16	39	Stationary - 6 books for security log book	150,000	
		Post - pouch	108,050	7110 110
22-Apr-16	35	Registered post service document to Jyp office	38,350	
26-Apr-16	37	Registered post service document to Jyp office	38,350	
10-May-16	42	Registered post service document to Jyp office	31,350	
		Misc expense	157,000	2310 110
25-Apr-16	37	Misc expense - room refresher for new office	79,000	
26-Apr-16	37	Misc supplies - janitory liquid for bathroom	20,000	
28-Apr-16	39	Miscell Expense - water galon refill (3)	36,000	
3-May-16	41	Miscell Expense - janitory cleanser liquid portex	22,000	
		Repair & Maintenance	450,000	7200 120
4-May-16	40	Maintenance AC service (2 AC)	450,000	
		Subscription Local Newspaper	240,000	7300 310
25-Apr-16	36	Local newspaper subscription March 2016	120,000	
10-May-16	42	Local newspaper subscription April 2015	120,000	
		Office janitory	725,000	7200 120
22-Apr-16	35	Ancillary - janitory 10,14,18,21 April 2016	300,000	
27-Apr-16	38	Ancillary - janitory Unicef room on Governoor offi	200,000	
4-May-16	40	Ancillary - janitory 26, 30 April, 3 May 2016	225,000	
		TOTAL	1,830,050	
		Balance end of May 2016	169,950	

Prepared by : Grace K. Candra

Custodian (Print Name)

Signature

Date

Monika O. Nielsen

OIC CFO Unicef Papua

Signature

Date



CERTIFICATION OF PETTY CASH ACCOUNT
As of 13th May 2016

This is to certify that I have counted the cash on hand for the Petty Cash account of **Manokwari office** to-day, 13th of **May 2016** on behalf of CFO. The count shows cash on hand under the custodian of **Grace Kartika Candra** in the amount of **IDR 169,950 (in word: One Hundred Sixty Nine Thousand Nine Hundred and Fifty Rupiah)**

Olivia Ursula Waren
PO Education - Manokwari

(Signature)

13 May 2016

(Date)

I accept that the amount shown on this certification as representing my accountability is correct.

Grace Kartika Candra
Custodian

(Signature)

13 May 2016

(Date)

Endorsed by:

Monika O. Nielsen
OIC CFO (Print Name)

(Signature)

13 May 2016

(Date)

(To be undertaken for each PETTY CASH replenishment)

DESCRIPTION	PETTY CASH
Opening Balance	Rp 2,000,000
Receipts of the day (+)	Rp
Payment of the day (-)	Rp
Closing Balance	Rp

CASH / ANALYSIS

Denomination

Rp	100,000	x	1	=	<u>Rp</u>	<u>100,000</u>	
Rp	50,000	x	1	=	<u>Rp</u>	<u>50,000</u>	
Rp	20,000	x	0	=	<u>Rp</u>	<u>-</u>	
Rp	10,000	x	1	=	<u>Rp</u>	<u>10,000</u>	
Rp	5,000	x	1	=	<u>Rp</u>	<u>5,000</u>	
Rp	2,000	x	1	=	<u>Rp</u>	<u>2,000</u>	
Rp	1,000	x	2	=	<u>Rp</u>	<u>2,000</u>	
Rp	500	x	0	=	<u>Rp</u>	<u>-</u>	
Rp	200	x	4	=	<u>Rp</u>	<u>800</u>	
Rp	100	x	1	=	<u>Rp</u>	<u>100</u>	
COIN			1		Rp	50	<i>Rp 169,950</i>

Total cash on hand

Suspense

	-
Total suspense	Rp 169,950

TOTAL

Prepared by : Grace K. Candra

Checked by: CHINA W. N.

Date: 13 May 2016

Date: 13 May 2016

(Signature & Name)

(Signature & Name)