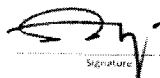


Request for Payment process Petty Cash - (FBCJ)
Number of request: Pap/Non-PO/03/06/16

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			Petty cash repelenishment June 2016 for Jayapura office, 4th req in Y-2016	IDR	2,181,600	CIMB Niaga - Jayapura	Cash withdrawn by the custodian (Rihana Bakri)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:	S00405298 - Rihana Bakri
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 (FBCI)
6a	Invoice Line 1 GL Account :	-
6b	Invoice Line 1 Amount:	2,181,600
6c	Invoice Line 1 FC Number: / Line item:	-
TOTAL INVOICE AMOUNT		2,181,600

Requested by

Name: Rihana Bakri

Date: 09 June 2016

NICEF
New York
000

CASH JOURNAL
PC- INDONESIA - PAPUA
ID13 / 1011272
01.06.2016 - 30.06.2016

Page: 1
IDR Rupiah
09.06.2016 13:18:48
RFCASH20 / RBAKRI

01.06.2016 - 30.06.2016											RFCASH20 / KBAKR1		5,000,000 IDR	
Opening Balance:														
[+ Document N Item	Pstng	Date	Doc. Date	Business Trans.	Trans. P Expenses	Expenses Receipts	Tax Amount	Receipts Text for item	Tax Amount	BusA Profit Ctr	Cost Ctr			
[+ 283974		09.06.2016	09.06.2016	MISC_EXPENSE		464,000		0	0	oxo				
[+ 283975		09.06.2016	09.06.2016	EXPENSE		35,000		0	0	oxo				
[+ 283976		09.06.2016	09.06.2016	EXPENSE		322,000		0	0	oxo				
[+ 283977		09.06.2016	09.06.2016	EXPENSE		732,600		0	0	oxo				
[+ 283978		09.06.2016	09.06.2016	EXPENSE		300,000		0	0	oxo				
[+ 283979		09.06.2016	09.06.2016	POST_POUCH		153,000		0	0	oxo				
[+ 283980		09.06.2016	09.06.2016	EXPENSE		175,000		0	0	oxo				
[+ 283982		09.06.2016	09.06.2016	REPLENISHMENT		0	2,181,600		0	oxo				
* Total						2,181,600	2,181,600		0					
* Total Expenses only Saved					2,181,600				Number of Saved Documents:			8		
* Total Receipts only Saved						2,181,600								
Closing Balance											5,000,000 IDR			


Symbols: oox Posted oxo Saved X Reversed/Reversal Document


Signatures:

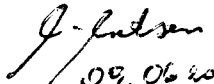
Prepared

Checked

Confirmed


R. B. Baker
09.06.16


Ronaldo
09.06.16


J. Jansen
09.06.2016



CERTIFICATION OF PETTY CASH ACCOUNT
As of 09th of June 2016

This is to certify that I have counted the cash on hand for the Petty Cash account of **Jayapura office** to-day, 09th of June 2016 . The count shows cash on hands under the custodian of **RIHANA BAKRI** in the amount of **IDR 2,818,400** **(in word: Two million eight hundred eighteen thousand four hundred)**

Rinaldo Gultom
Operations Office

A handwritten signature in black ink, appearing to be "Rinaldo Gultom".

(Signature)

09 June 2016
(Date)

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

Rihana Bakri
Custodian

A handwritten signature in black ink, appearing to be "Rihana Bakri".

(Signature)

09 June 2016
(Date)

I certify that I have undertaken the cash count survey and that such cash count was done to my satisfaction.

MONIKA NIELEN
OIC - CFO Papua

A handwritten signature in black ink, appearing to be "Monika Nielsen".

(Signature)

09 June 2016
(Date)

LIST OF PETTY CASH PAYMENT

Unicef Office at : JAYAPURA
 Currency : RUPIAH
 Period : May-16

PV DATE	Petty Cash Voucher #	Description	Amount	GL Account	WBS	SC
25-04-16	133	Kitchen supplies: Sugar, tea	217,000	7510910	2070/A0/05/880/003/005	SC 140163
	133	Drinking Water 6 Gallons	70,000	7510910	idem	idem
	133	Electric Cable	15,000	7200410	idem	idem
	133	Tire repairs	12,000	7200310	idem	idem
29-04-16	134	Fee to replace car-front glass window	300,000	7200310	idem	idem
29-04-16	135	Photo copies	16,000	7300110	idem	idem
30-04-16	136	Cepos Newspaper (April)	175000	7300310	idem	idem
03-05-16	137	Rented car for CSD visit to IP	300,000	7040610	2070/A0/05/001/004/020	sc 140069
09-05-16	138	Courier services	153,000	7110110	2070/A0/05/880/003/005	SC 140163
09-05-16	139	Drinking Water 5 Gallons	60,000	7510910	idem	idem
11-05-16	139	Office supplies : Envelopes	74,100	7300110	idem	idem
11-05-16	139	Tire repairs	10,000	7200310	idem	idem
13-05-16	139	Electric socket	20,000	7200410	idem	idem
17-05-16	139	Kitchen supp.: Sugar, tea	57,000	7510910	idem	idem
20-05-16	139	Office supplies : Spiral binders	37,500	7300110	idem	idem
23-05-16	139	Drinking Water 5 Gallons	60,000	7510910	idem	idem
23-05-16	140	Foto copies for Audit Doc.	515,000	7300110	2070/A0/05/002/002/002	sc 140163
26-05-16	142	Office supplies: Plastic folders	90,000	7300110	2070/A0/05/880/003/005	SC 140163
Total Expenses			2,181,600			
Petty cash to hands			2,818,400			

Prepared by: Rihana Bakri-Custodian

Date 08-Jun-16

Certified by: Rinaldo Gultom- Prog Assistant CSD

Date 08-Jun-16

Approved by: Monika Nielsen - CFO/OIC

Date 08-Jun-16

Summary of PC /GL

7510910	464,000
7200410	35,000
7200310	322,000
7300110	732,600
7040610	300,000
7110110	153,000
7300310	175,000
	2,181,600

PETTY CASH REPORT

(To be undertaken for each PETTY CASH replenishment)

DESCRIPTION	PETTY CASH
Opening Balance	Rp 5,000,000
Receipts of the day (+)	Rp
Payment of the day (-)	Rp 2,181,600
Closing Balance	Rp 2,818,400

CASH / ANALYSIS

Denomination

Rp	100,000	x	23	=	Rp	2,300,000
Rp	50,000	x	4	=	Rp	200,000
Rp	20,000	x	6	=	Rp	120,000
Rp	10,000	x	15	=	Rp	150,000
Rp	5,000	x	8	=	Rp	40,000
Rp	2,000	x	4	=	Rp	8,000
Rp	1,000	x		=	Rp	-
Rp	500	x		=	Rp	-
Rp	200	x	2	=	Rp	400
Rp	100	x		=	Rp	-
	50	x		=	Rp	-
						Total cash on hand
						2,818,400

Suspense

say

Total suspense Rp
TOTAL

Prepared by : Rihana Bakri-Custodian
 Date : 09.06.2016
 (Signature & Name)

Certified by : Rinaldo Gultom - Prog. Assistant
 Date : 09.06.16
 (Signature & Name)

LIST OF PETTY CASH PAYMENT

Unicef Office at : JAYAPURA

Currency : RUPIAH

Period : May-16

PV DATE	Petty Cash Voucher #	Description	Amount	GL Account	WBS	SC
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26-05-16	142	Office supplies: Plastic folders	90,000	7300110	2070/A0/05/880/003/005	SC 140163
Total Expenses			2,181,600			
Petty cash in hands			2,818,400			

5,000,000

Prepared by Rihana Bakri-Custodian

Date

08-Jun-16

Certified by Rinaldo Gultom- Prog Assistant CSD

Date

08-Jun-16

Summary of PC /GL

7510910	PE	464,000
7200410		35,000
7200310	ENG	322,000
7300110		732,600
7040610		300,000
7110110		153,000
7300310		175,000
		2,181,600