**INTERNAL**

**Policies and Procedures**

1. **petty cash**

**under petty cash, the following expenses are allowed to use.**

* Taxi Charges
* Stationery
* YCDC Tax
* Maintenance (Small)
* Office Supplies such as Drinking Water, Pantries, Garbage Bag
* Labor Charges
* Meals
* Entertainment
* Meeting Expenses
* Service Fees (Small)

**Advance Request**

**if the above expenses want to be got in advance before using,**

-Employee needs to prepare Advance Request Form

-Employee needs to get the approval of Country Manager if the intended expense is more than CEO’s approval limit.

-Employee needs to get the approval of Chief Executive Officer if the intended expense is under CEO’s approval limit.

-Employee needs to submit the Advance Request Form to Finance (If expenses are sure to be used and known by the employees, Finance request to submit one day ahead.)

**Advance Claim**

-Employee need to claim the Advance within a week after the activity has been done

-Employee need to prepare Advance Return Form by attaching the original related documents

-Employee need to submit to Finance these documents.

**2) Payment Request for the Expenses which need to be done Urgent**

-Employee needs to get the approval from Country Manager and Chief Executive Officer

-Employee need to submit the invoice together with approval and related Documents at least one day (24 hours) ahead if the payment has to be done by Bank.

-Employee need to aware the supplier that they payment will be done only with Bank Transfer.

-Employee need to get approve from Country Manager and CEO if the payments were cash down

-The supplier needs to provide bank information on the invoice.

-Finance will prepare the payment if the related documents and information for the payment are complete.

-Bank Process can be done base on the payment type:

Bank Transfer (The same bank) – Within Payment Day

Cheque Clearance (The different bank) –Within Two Days

**Note: 1) CEO’s approval for the expenses is USD200/- per month**

**2) Petty Cash is USD500/- per month**

**3) Finance need to collect all documents for each cash transactions**

**4) Finance is not allowed to withdraw cash without full documents**

**5) Employee need to support the related document for any payment.**