

3. PETTY CASH FUND DISBURSEMENT

Process to facilitate petty cash operating expenses of the SDO Office.

Office or Division:		Cash Section		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		SDO Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Petty Cash Fund Voucher 2. RER if no Official Receipt		Cash Section		
3. Official Receipt		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Petty Cash Voucher And RER if No Official Receipt • Transmit PCF with Attachment to SDS Office for Approval	1. Issue Petty Cash Voucher and RER if no Official Receipt	None	1 Minute	Cash Personnel (PCF Custodian)
1' Gives Approved Petty Cash Fund Voucher with attachment such as	2. Reviews and Checks completeness and sufficiency of supporting documents and	None	2 Minutes	Cash Personnel (PCF Custodian)

RER/Official Receipt				
2. Sign cash received by and Reimbursement Received by in Petty Cash Voucher; Logbook	2. Disburse payment accordingly	None	3 Minute	Cash Personnel (PCF Custodian)
TOTAL:		None	5 Minutes	