

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REIMBURSEMENT FROM PETTY CASH FUND	Ref. No.
DEPARTMENT :	TREASURY DEPARTMENT	TRE 15-12-002
TO :	ALL BRANCH PERSONNEL	December 1, 2015

## OBJECTIVE

1. To guide the branch in the reimbursement of expenses in the Petty Cash Fund.
2. To ensure the veracity and authenticity of expenses being reimbursed in the branch operations.
3. To define limitation in the disbursement in the Petty Cash Fund.

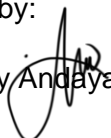

## POLICIES

1. The disbursement limits in the established fund is pegged at maximum amount of Five Hundred (P 500.00) Pesos specifically on Office Supplies, if not provided by main office, Marketing Expenses and Miscellaneous expenses.
  - 1.1. The charging of disbursement to Miscellaneous Expenses must be avoided; the branch expenses must be identified and classified based on the company's Chart of Accounts.
2. Only legitimate and necessary expenditures shall be disbursed from the Petty Cash Fund with corresponding supporting documents.
3. A separate cash box shall be maintained for Petty Cash Fund to avoid mingling from other company funds, such as branch collections, marketing budget and Change Fund.
4. Any erasures and/or tampering in the supporting receipt if not properly authenticated will make the reimbursement null and void and will be charged back to the employee who made the reimbursement.
5. Any disallowed reimbursement on the Petty Cash Fund will be deducted to the employee on the nearest payroll date and subject to disciplinary action based on the Company Code of Discipline.

## PROCEDURES

1. Payee
  - 1.1. Prepare Petty Cash Voucher (See PCF Voucher Form Explanation) in two (2) copies;
 

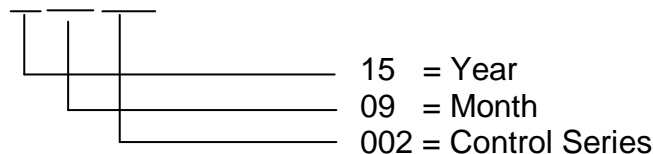
Original	:	PCF Section Copy
Duplicate	:	Branch Copy
  - 1.2. Attach supporting documents such as Gasoline Receipt, Daily Itinerary Report and updated Customers' Field Cards.
  - 1.3. Forward to branch cashier for review of the reimbursement being made.

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## 2. Cashier

- 2.1. Receive Petty Cash Voucher with supporting documents from the employee making the reimbursement and review veracity of the expenses.
- 2.2. If everything is in order, affix signature in the "Reviewed by" portion of the voucher. If no such portion in the voucher, sign in the right side of the "Approved by" portion of the voucher.
  - 2.2.1. Check proper accomplishment of Petty Cash Voucher such as name of payee, description of expenses or disbursement, supporting receipt number and amount for reimbursement.
  - 2.2.2. Check supporting documents of the reimbursement being made by the employee.
- 2.3. Assign control number in the Petty Cash Voucher to facilitate verification and for reference purposes;

Ex. 15-09-002



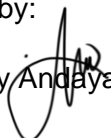
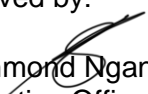
- 2.4. Forward reviewed Petty Cash Voucher with supporting documents to Branch Manager for approval

## 3. Branch Manager

- 3.1. Receive Petty Cash Voucher with supporting documents from the branch cashier and review reimbursement being made to establish veracity of the expenses and check the following:
  - 3.1.1. Supporting receipt;
  - 3.1.2. Daily Itinerary Report and supporting Customers' Field Cards if properly accomplished.
    - 3.1.2.1. No reimbursement shall be made to the field personnel unless the Customers' Field Cards are updated based on the results of the fieldwork.
- 3.2. If everything is in order, affix signature in the "Approved by" portion of the Petty Cash Voucher.
- 3.3. Return approved Petty Cash Voucher to branch cashier for payment of the reimbursement of the employee.

## 4. Cashier

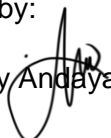

- 4.1. Receive approved Petty Cash Voucher from the Branch Manager and pay the employee making the reimbursement from the established fund.
- 4.2. Obtain signature of the employee in the "Received by" portion of the Petty Cash Voucher.

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- 4.3. Post payment in the Petty Cash Logbook and Branch Monitoring System (BMS).
- 4.4. Count and reconcile cash on hand on the Petty Cash Fund against the Petty Cash Fund Logbook.
  - 4.4.1. In case of overages, issue Collection/Official Receipt for the excess amount to bring back the actual cash on hand to established fund.
    - 4.4.1.1. The payee to be indicated in the Collection/Official Receipt for the overage of PCF shall be "Petty Cash Fund" and write "PCF Overage" in the remarks or description portion.
  - 4.4.2. For cash shortages, pay the deficit amount to bring back the actual cash on hand to established fund.
- 4.5. At the end of each cut-off period, forward Petty Cash Summary to PCF Section via web-mail.
  - 4.5.1. When the Petty Cash Fund runs low before the cut-off period, the branch may be allowed to make a partial replenishment. The cashier must submit the interim Petty Cash Summary as a basis for the said interim replenishment.
- 4.6. Forward original copies of Petty Cash Vouchers with the attached supporting documents such as invoices/receipts and Daily Itinerary Reports in case of Gasoline Allowances via local courier to PCF Section.

5. Form Explanation- Petty Cash Fund Voucher

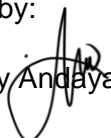

Particulars	Explanations
5.1. No.	: Assign control number of the issued Petty Cash Voucher.
5.2. Date	: Date the disbursement was made.
5.3. To	: Name of employee making the reimbursement; or person; or entity to whom the payment is due.
5.4. Particulars	: Short description of the transaction or nature of disbursement.
5.5. Amount	: Amount of disbursement or reimbursement being made.
5.6. Total	: Total amount, if various reimbursements are being made.
5.7. Approved for payment	: Signature over printed name of Branch Manager or authorized officer approving the disbursement or reimbursement.
5.8. Paid by	: Signature over printed name of Cashier or authorized officer who verifies and check the accuracy and veracity of the disbursement or reimbursement.

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5.9. Received Payment : Signature over printed name of person receiving the payment.

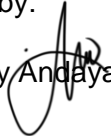

6. Form Explanation- Petty Cash Voucher Summary

Particulars	Explanations
6.1. Date	: Date of the Petty Cash Voucher.
6.2. Payee	: Name of employee making the reimbursement; or person; or entity to whom the payment is due.
6.3. PCV No.	: Petty Cash Voucher number covering the disbursement.
6.4. Amount	: Amount of disbursement or reimbursement being made.
6.5. Specific Expenses or Nature of Disbursement- Normal or regular expenses being incurred by the branch	
6.5.1. Transportation /Travelling	
6.5.2. Gasoline & Fuel (Service)	
6.5.3. Gasoline & Fuel (Activation)	
6.5.4. Meals & Representation	
6.5.5. Office Supplies	
6.5.6. Postage and Mailing	
6.5.7. Repair & Maintenance (Building)	
6.5.8. Repair & Maintenance (Vehicle)	
6.5.9. Electric Bill	
6.5.10. Water Bill	
6.5.11. Telephone	
6.5.12. Service Warranty	
6.5.13. Miscellaneous	
6.5.14. Service Supplies	
6.6. Total	: Total amount expenses or reimbursements per classification or nature.
6.7. Prepared by	: Signature over printed name of branch Cashier.
6.8. Approved by	: Signature over printed name of BM/OIC who verifies and check the accuracy and veracity of the replenishment of the PCF.
6.9. Established Fund	: Approved and established amount of Petty Cash Fund.
6.10. This Replenishment	: Total amount of the replenishment being made by the branch.
6.11. Balance	: The difference between the established PCF and the replenishment being made by the branch.
6.12. Replenishment Date	: Date the Petty Cash Voucher Summary was made.

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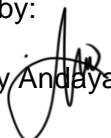
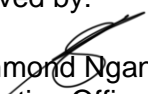
## PETTY CASH VOUCHER

<u>PETTY CASH VOUCHER</u>		No. 00-00-000
DATE _____		
TO: _____ _____		
PARTICULARS	Amount	
TOTAL		
Approved for payment: _____	Paid by: _____	Received Payment: _____

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## PRO-FORMA PETTY CASH FUND LOGBOOK

May 2, 2015						
	Gas- J. Dela			70.00		
	Gas-R. Mendoza			100.00		
	Photocopy-N.			25.00	195.00	
		COH				9,805.0
		Cum				195.00
		PCF				10,000.
May 3, 2015	Gas-J. Dela Cruz			70.00		
	Gas-R. Mendoza			100.00		
	Smartbro			999.00	1,169.	
		COH				8,636.0
		Cum				1,364.0
		PCF				10,000.
May 4, 2015	Gas-J. Dela Cruz			70.00		
	Gas-R. Mendoza			100.00		
	Meralco			1,175.00		
	Gas-Activation			30.00	1,375.	
		COH				7,261.0
		Cum				2,739.0
		PCF				10,000.

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