
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-007
		Implementation Date: 1978 (Presently implemented with Revision)
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 1 of 3
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON CASH ADVANCEMENT		Section / Department: NUTRITION AND DIETETICS SERVICE
Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service Reviewed By: Rizalina Lavarina, CPA Head, Business Unit	Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Parañaque	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Parañaque

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy shall clearly state the procedure to follow on cash advancement for meal subsistence to Cashier.

COVERAGE:

This policy covers this section and the Cash section.

POLICY:

1. This policy shall ensure that cash advances are properly and continuously done as stated.
2. This policy shall follow and shall abide with the policy of the Cashier in liquidating cash advances.



RESPONSIBILITIES:

1. It shall be the responsibility of the Cashier to provide cash advances for Dietary meal subsistence and other supplies deemed necessary.
2. It shall be the responsibility of this section to liquidate the cash advances made on weekly basis.

PROCEDURE:

1. The Cashier shall furnish form for cash advance on meal subsistence in duplicate copies of which the second copy shall be left to this section.
2. The requestor must properly fill up the daily market form with attachment if any, and submit to the Cashier for replenishment.

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.

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3. Any cash advancement made must be returned to the cashier before issuance of a new cash advance.
4. No cash will be issued for any non-liquidated purchases marketing of the previous week.

SCHEDULE FOR POLICY REVIEW:

This policy shall be continuously done and such revision will be made depending Upon the Commission on Audit requirements for replenishment.

APPENDIX A:

Daily Market Purchase Form

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.

