
 <div style="text-align: center;"> OSPITAL NG PARAÑAQUE  </div>		Document Code: OSPAR-AFS-CASH 001
ADMINISTRATIVE AND FINANCE APPROVAL MATRIX		Issue Date:
		Section / Department CASH SECTION
		Page No. 1 of 2
Policy Title: POLICY ON CASH DISBURSEMENTS		
Prepared By: Edline Jervy S. Cunanan	Reviewed By: Rizalina Lavarias, CPA Head – Accounting	Approved by : Darius J. Sebastian, MD, MHM, PHSAE Hospital Administrator Jefferson R. Pagsisihan, MD, MHM Hospital Director
Reviewed By: Martha J. Jose Head- Cash	Kara Angelica L. Benavente, RND, MPA Head, Nutrition and Dietetics Service	

OBJECTIVE: To establish the standard procedures on how to handle disbursements.

COVERAGE: This policy shall cover all Sections under each Division.

RESPONSIBILITIES:



- I. It shall be the responsibility of the Disbursing Officer of this Section to in cash all checks pertaining to cash advances and/or replenishment of funds.
- II. It shall be the responsibility of the Disbursing Officer of this Section to handle and regulate Various Fund, Meal Subsistence Fund & Emergency Fund for Drugs, Medicines & Hospital Supplies.
- III. It shall be the responsibility of the Dietary Section to furnish this Section a copy of their daily market purchases every 15th and 30th of the month.

POLICY:

This policy shall enforce the proper disbursement of cash advances & expenses, and completeness of each attachment prior to replenishment and/or liquidation.

PROCEDURES:

- I. On Payroll and Cash Advance Matters:
 - a. Upon receipt and encashment of checks from the bank, pay slips and cash will be prepared for distribution to employees concerned.
 - b. After completion of distribution, liquidation of such shall be submitted to the City Treasurer within five (5) working days.
- II. On Emergency Purchases of Drugs, Medicines & Hospital Supplies
 - a. Requesting Section and Property Section shall secure the approved Requisition Order.
 - b. Once purchased, Property Section shall submit the following:
 - i. Approved requisition slip
 - ii. Official Receipts/Cash Sales Invoice
 - iii. Other documents, e.g. Cert. of Emergency Purchase, Pre-repair inspection report, etc.
- III. On Dietary Section requirements
 - a. Head Dietician shall submit the approved request

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- b. Approved cycle menu for fifteen (15) days
- c. List of in-patients
- d. Reimbursement Expense Report (RER)
- e. Receipt from supplier for purchased items
- f. Separate approved request for purchase of LPG, rice & other related items.
- IV. On Gas & Oil Expenses
 - a. Driver on duty shall process a requisition slip and Cash Advance request
 - b. Signed trip ticket of the prior day.
- V. On Transportation Allowance-Should there be no available official vehicle to transport employees, transportation allowance in the amount of Php 160.00 shall be given to the employee provided the following documents are attached:
 - a. Fully accomplished/approved Certificate of Appearance
 - b. Travel itinerary
- VI. On Repairs and Maintenance-
 - a. Fully approved Repair Request Form together with the list of materials need

SECTION DELETED:

- IV. On Advances for Seminars/Trainings
 - A. Attendees of approved seminar should submit the following documents to this Section not later than five (5) from first date of training/convention
 - i. Letter of Invitation with Programme
 - ii. Approved Letter of Request
 - iii. Official Receipt of approved expenses (original)
 - iv. Expense Summary
 - v. Certificate of Attendance
 - vi. Feedback of the seminar/training
 - B. This Section shall be responsible to report to the Hospital Director any hospital staffs who fail to comply with the stipulations on liquidation of cash advances.

Date of Implementation:

This policy was implemented in 1978 & had several revisions, the last of which was in 2011, August 2022.

Schedule for Policy Review:

Shall be reviewed every two (2) years or as deemed necessary.