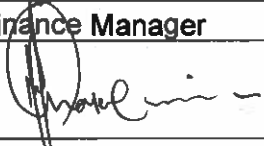
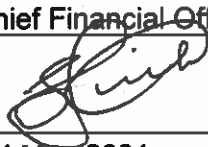



SAFETY AND SECURITY SECTOR EDUCATION AND TRAINING AUTHORITY

PETTY CASH MANAGEMENT	
SOP COMPILED BY:	Michael Khakhathiba (Mr.)
	Finance Manager
	
SOP OWNER:	Finance Department
SOP ISSUE NUMBER:	2
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VERSION CONTROL					
SECTION	VERSION	REVISION	DATE	PAGE	REASON FOR CHANGE
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SIGNATURES	REVIEWED BY:
NAME	Ikalafeng Diale (Mr.)
JOB TITLE	Chief Financial Officer
SIGNATURE	
DATE	04 May 2021

SIGNATURES	APPROVED TO ISSUE BY:
NAME	Thamsanqa Mdontswa (Mr.)
JOB TITLE	Chief Executive Officer
SIGNATURE	
DATE	04 May 2021

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PETTY CASH UTILISATION

1. BACKGROUND

In terms paragraph 3.1 of the NATIONAL TREASURY PRACTICE NOTE NO 8 OF 2007/2008, PROCUREMENT OF ITEMS UP TO A TRANSACTION VALUE OF R 2 000 (VAT INCLUDED):

- Accounting officers/authorities may procure requirements without inviting competitive bids or price quotations by means of petty cash. Accounting officers/authorities must establish their own internal procedures to ensure sound financial management of funds when goods and/or services are obtained by means of petty cash.
- SASSETA Finance Policy makes provision for the use of petty cash in certain ad-hoc procurements.
- Such procurements should be of such a nature as not to require adherence to a thorough Supply Chain Management process, as guided by the SASSETA SCM Policy and the Treasury Regulations procurement guidelines.
- Petty cash will only be requested and issued if the amount of the good/s to be procured is less than R2 000 including VAT and other taxes.

2. REQUESTING OF PETTY CASH

Phase One

- All petty cash requests should be signed off by the Requesting Official and the unit Manager before submission to the Supply Chain Manager and the Finance Manager.
 - **Supply Chain Manager** - to confirm if the goods requested do not already exist in the inventory stores.
 - **Finance Manager** - to confirm the availability of the funds as well as to authorise the issue of the petty cash amount requested.
- The amount should be stated clearly including VAT and any other taxes.
- The purpose of the request should also be indicated in full.
- The above details should be captured on a standard Petty Cash Requisition Template.

Phase Two

- Completed Petty Cash Requisition Templates will be submitted to the Finance Administrator, who will log the request in the Petty Cash Request Register and issue the requested amount.

Phase Three

- The Requesting Manager should stamp, sign and date the invoices before submitting to the finance department as acknowledgement of receipt of goods or services.

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- Invoices should be submitted to the Finance Administrator within 5 working days from date of issue, including any unutilised funds (i.e., excess unused funds).
- Failure to submit the invoices on time will result in raising a staff debt which will be recovered from an official's salary. The Finance Administrator will through the Finance Manager report this non-compliance.
- The requesting official should sign the Petty Cash Request Register upon submitting the invoices/any unutilised funds (i.e., excess unused funds).

3. EXCEPTIONS

- On certain operational days, the daily petty cash limit may be exhausted resulting in the requisition only being fulfilled in the following business day.
- Daily petty cash withdrawals are limited to R5 000.

4. DECLINATIONS

- Both the Supply Chain and the Finance Manager may find reasonable grounds on which to decline the petty cash request.
- Petty cash approval should first be obtained prior to committing SASSETA. This will also apply to refunds.
- Under no circumstances should an employee commit their personal funds prior to arranging with either the Supply Chain Manager or Finance Manager. This can be done by way of a phone-call, sms or whatsapp message.
- Such instances or reasons for declining should be objective as possible.
- These may include but not limited to the following:
 - Over-reliance on petty cash by the same department/unit.
 - Petty cash request for items which ordinarily should go through a formal procurement process.
 - Where repetitive usage of petty cash will amount to a split of order, which will trigger irregular transaction/expenditure.

