PETTY CASH POLICY

Wang Runcit · Malaysia · RM

Business: _____ Effective date: _____

1. Float amount

The petty cash float is RM _____. It does not change without the owner's approval.

2. Custodian

_____ holds the box and the key. One person, named. In their absence, _____ takes over and both sign a handover count.

3. What it may be used for

Small, urgent business costs only: parking, tolls, postage and courier, minor stationery, small repairs, refreshments for a business meeting.

4. What it may NOT be used for

Salaries or wages. Stock or inventory. Supplier invoices. Rent, utilities or insurance. Equipment or furniture. Personal spending of any kind.

5. Per-transaction limit

No single payment above RM _____ may come from petty cash. Anything larger goes through the bank.

6. Receipts

Every payment needs a voucher and a receipt. No receipt, no reimbursement. Where a receipt genuinely cannot be issued, the voucher is annotated and signed by someone other than the claimant.

7. Approval

Every voucher is approved by _____ — never by the person receiving the cash.

8. Reimbursing your own spending

Staff who pay from their own pocket claim it back on a normal voucher with the receipt attached. Personal money and business money are not to be left mingled.

9. Counting

The box is counted at least monthly, and may be counted unannounced at any time by _____.

10. Top-up

The float is restored to its full amount only, by exactly the total of the vouchers presented.

Signed

_____ _____

Owner / manager Date Custodian Date

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