Subject: Cash Advance Policy Reminder

To: All Employees
Date: July 30 2024
Re: Cash Advance through Petty Cash and Liquidation Procedures

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This is a reminder regarding the policy on cash advances through petty cash, as outlined in **Finance Manual 5.13.12 subsection 5.3.9**. Please note the following procedures and requirements:

1. **Approval Requirement:**
   - Any cash advance through petty cash must be accompanied by an approved electronic Purchase Requisition (e-PR).
2. **Intended Purpose:**
   - The cash advance is strictly to be used for its intended purpose as specified in the approved e-PR.
3. **Liquidation and Receipts:**
   - The employee who received the cash advance must liquidate the expenses and provide the original receipts within **3 days** after the intended purpose has been completed.
4. **Non-compliance:**
   - If the employee fails to liquidate the cash advance within the stipulated time frame, the entire amount of the cash advance will be treated as a receivable from the employee.

Please ensure adherence to these procedures to maintain proper financial management and accountability. Should you have any questions or need further clarification, feel free to contact the Finance Department.

Thank you for your cooperation.

Best regards,

JULIE GALAMITON

Noted by:

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