

3. Finance Services (Petty Cash Fund Request)

The petty cash fund can be availed by St. Paul Hospital Personnel as cash advance or reimbursement for payment of emergency transactions such as but not limited to: purchase of supplies and materials, medicines, outsourced laboratories, gasoline and marketing budget for admitted patients. This service is available from Monday to Friday 8:00 AM to 5:00 PM.

Office or Division:	St. Paul Hospital – Finance Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Procurement Office Personnel, Pharmacy Dept., Laboratory Dept and Dietary Section			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Duly accomplished Petty Cash Voucher (1 original) 2. Duly accomplished and approved Request Slip (1 original) 3. Job Order (for repair and maintenance request) (1 original) 4. Trip Ticket (for fuel request) (1 original) 5. Patient Laboratory Request (for outsourced laboratories) 6. At least 3 Canvass (for purchases above 1,000.00) 7. Accomplished Inspection and Acceptance Report (1 original) 8. Official Receipts under the name of St. Paul Hospital (All original) – 		Petty cash custodian Supply Officer – for supplies and materials Pharmacist – for drugs and medicines Administrative Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished Petty Cash Voucher (PCV) with signed Box A together with the required supporting documents to the Petty Cash Custodian for the request of petty cash fund	<ol style="list-style-type: none"> 1.1 The Petty Cash Custodian (PCC) validates /reviews the Petty Cash Vouchers and the attachments (the custodian shall ensure that the disbursement is appropriate and is an allowable expense) 1.2 If the Petty Cash Vouchers is properly accomplished and the documents are complete, a control 	None	10 Minute	<i>Petty Cash Custodian</i> St. Paul Hospital

	<p>number is assign to Petty Cash Vouchers,</p> <p>1.3 If the request is disapproved, the Petty Cash Custodian returns the Petty Cash Vouchers to the requestor indicating the reason for the disapproval therein;</p>			
<p>.2. Receives the requested fund from the Petty Cash Custodian and signs Box B of the Petty Cash Voucher.</p>	<p>2.1 Petty Cash Custodian grants the fund request to the requesting personnel / unit and signs Box B of the Petty Cash Vouchers. Patty Cash Custodian retains the copy of the Petty Cash Vouchers;Instruct to return official receipts once transaction is completed</p>	None	5 Minute	<p><i>Petty Cash Custodian</i> St. Paul Hospital</p>
<p>3. Submits to the PCC the required supporting documents for liquidation. The Cash Advance should be liquidated not later than two (2) days after the completion of the purpose of the fund request</p>	<p>3.1 The Petty Cash Custodian (PCC) validates / reviews the submitted documents;</p> <p>3.2 If there is a refund, the custodian counts the refunded amount and checks the “Received Refund” portion of Box C and signs;</p> <p>3.3 If there is a reimbursement, the PCC pays the amount to the payee and checks the “Reimbursement Paid” portion of Box C and signs</p>	None	10 minutes	<p><i>Petty Cash Custodian</i> St. Paul Hospital</p>

<p>4. Checks the "Liquidation Submitted" and "Reimbursement Received by" (if applicable) portion of the Petty Cash Voucher and affixes his/her signature over printed name and date</p>	<p>4.1 The Petty Cash Custodian shall file the Petty Cash Vouchers and attached the supporting documents</p> <p>4.2 The Petty Cash Custodian logs the transaction to Petty Cash Logbook.</p> <p>4.3 The custodian will then forward submitted documents to liquidation in charge for replenishment of the Petty Cash</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Petty Cash Custodian</i> St. Paul Hospital</p>
<p>Total</p>		<p>None</p>	<p>30 minutes</p>	