

	RESOURCE LIBRARY – ACCOUNTING Credit Card Cash Advance	<i>CODE:</i> 05.01.021 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 1
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Objective 目的

To establish the policy for handling Credit Card Cash Advance.

确立处理信用卡提现的政策

Policy 程序

Cash advance by Credit Card is to be treated on a case to case basis. The authority to approve cash pay-out may be delegated to the following executives:

信用卡提现应作为基础案例中的一例对待。提现的批准权利应授权给以下行政人员：

Authority Limits Approvals 权限审批：

- ¥ 3,001.00 and above Director of Finance & Controlling.
人民币3001元及以上财务总监。
- ¥ 3,000.00 and below Front Office Manager.
人民币3000元及以下前厅经理。
- ¥500.00 and below F.O. Assistant Managers.
人民币500元及以下前厅大堂副理。

- Upon guest's request for cash advance, Front Office reception shall prepare paid out and miscellaneous debit vouchers in duplicate. The following must be recorded:
根据客人对信用卡提现的要求，前台接待员应准备好一式两份的费用支出单及杂费借记单。该单必须填写以下内容：

1. Date 日期
2. Name of Payee (Guest) 领款人姓名 (客人)
3. Description 描述
4. Amount 金额

- A 5% surcharge shall be levied on all cash advance.
所有提现必须收取5%的手续费
- Imprint payee's credit card and. record total (cash paid-out + 5%surcharge) on charge voucher.
压印取款人的信用卡并在费用凭证上记录提现总额 (支出的现金+5%的手续费)
- Obtain approval from credit card authorization center.
获得信用卡中心的批准
- Present paid-out voucher, miscellaneous debit voucher and credit card charge voucher to guest for signature.
让客人在费用支出单、杂项借记单及信用卡费用凭证上签字