

	RESOURCE LIBRARY – FINANCE CASH PAYMENT 现金支付	<i>Code:</i> 05.01.044 <i>Edition:</i> 1 <i>Page</i> 1 of 2
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PURPOSE 目的

To establish a policy to meet cash payments for purchases done by departments in the frame of the Petty Cash limit of RMB500.00.

确立政策，以解决在人民币 500 元的备用金限额框架下部门自行采购时用现金支付的问题

POLICY 程序

- From time to time, certain purchases will have to be made by cash for decorations or special events or other unforeseen reasons, which due to pressure of time or other reason can not go through the normal purchasing process.
时不时的，某些采购将必须用现金支付，如装修、特殊事件或其他不可预见的采购等这些由于时间上的问题或其他不能通过正常采购程序操作的采购
- Department heads will prepare a Purchase Requisition as normal, and prepare an I.O.U./ Petty Cash Advance requisition.
部门负责人需像平常一样下采购申请单，并编制好一份借据或预付现金申请表
- Both forms should show estimated costs and reason for purchase.
申请表上需同时写明估计的成本及采购的原因
- Both forms should be signed by the Department Head and forwarded to the Director of Finance and Controlling and Executive Office for approval.
该申请单应由部门负责人签字后呈财务总监及行政办以获批准
- Once approved, Department Head should draw cash from the general cashier, then with a member of the Purchasing Department go shopping.
一旦批准，部门负责人应到总出纳处领钱，并与采购部的一名员工一起出去进行采购
- Receipts/Fapiao must be obtained for all purchases.
所有的采购必须要有收据/发票
- Department concerned must return detailed listing of all purchases together with I.O.U/ Petty Cash Advance to general cashier and return/claim under/over payment.
相关部门必须将所有采购的详细清单与借据/预付现金单据一并交予总出纳以便多退少补
- This procedure is for emergency/special event purchases only, and will not be approved without a good reason.
该程序仅限紧急情况/特殊事件时使用，并且如无正当理由将不获批准

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Distribution 分发部门:

Executive Office 行政办
 Finance Department 财务部
 All other departments 所有其他部门

Annexes 附件:
Filing & archiving of records 归档与存档:

Record Title 文件名	Responsible 主管	Filing 归档		Archiving 存档		Observations 注意
		Location 地点	Period 保存期限	Location 地点	Period 保存期限	
Cash Payment 现金支付	HOD 部门负责人	Department 部门	1 year 1 年			Destruction after filing 归档后销毁