

ADDENDUM 4

STANDARD OPERATING PROCEDURE (SOP) PETTY CASH

Process Name	Procurement via Petty cash		
Process Scope	To provide the Responsibility Manager with the requested goods/services.		
Applicable legislation/policy	<ul style="list-style-type: none"> • The Constitution of the Republic of South Africa, Act 108 of 1996, section 217; • Public Finance Management Act (PFMA), 1999 (Act 1 of 1999); • Preferential Procurement Policy Framework Act (PPFA), (Act 5 of 2000); • Preferential Procurement Policy Framework Act Regulations, 2017; • Broad Based Black Economic Empowerment Act , (Act 53 of 2003); • National Treasury Regulations issued in terms of the PFMA dated March 2005; • Provincial Treasury Instructions, 2019 • Accounting Officer's System of the WCED; • Institutional Instructions; and • Standard Operating Procedures 		
Process Beneficiary	Responsibility Managers (RM)		
Task no.	Task	Sub-Task	Responsibility
Process Name	1. Procuring goods and services via Petty Cash		
1.1	The Assistant Director: Orders and Telecommunications	<ul style="list-style-type: none"> • Verify that the financial Standard Chart of Accounts (SCOA) codes are indicated and correct. 	Assistant Director

	receive requisitions for goods or services <R2 000.00 from the Deputy Director: SCM: Operations.	<ul style="list-style-type: none"> • Verify that the quotation is attached, correct and valid. • Ensure that the quotation details a validity period. 	
1.2	Capture the requisition on the LOGIS system.	<ul style="list-style-type: none"> • Petty Cash Payment (PCPM) Function on LOGIS. • Capture Chief (CU) user. • Capture requisition number. • Capture Item Control Number (ICN) "Petty Cash". • Capture supplier. • Capture SCOA codes. 	Administrative Clerk
1.3	Authorise the Petty Cash on LOGIS.	<ul style="list-style-type: none"> • PCPM "U" (authorisation) Function on LOGIS. • Verify and authorise the captured information. 	Administrative Officer
1.4	Authorise the Petty Cash advice.	<ul style="list-style-type: none"> • Verify that approved supplier is registered on LOGIS. • Verify that Petty Cash is for the correct RM. • Verify quantities. • Verify price. • Verify delivery period. • Verify SCOA codes. • Return requisition to capturer, for amendments, if incorrect information was captured. • Approve the Petty Cash Voucher and complete section A of the Petty Cash Advice. • Forward the Petty Cash voucher to Contract Management for the petty cash request. 	Delegated official

2.3	Issue of cash.	<ul style="list-style-type: none"> • Inform the CU that the cash is available. • CU (recipient) must complete section C of the Petty Cash Voucher for the receipt of the cash after verification has been done. • CU confirms that the goods/services have been received by completing Section D of the Petty Cash Voucher and submits a certified receipt/cash slip for the goods/service. • Unspent money is returned to the cashier. • Package submitted to Directorate: Financial Accounting for record keeping. • Ensure that the Petty Cash Register is updated with the required information. 	Administrative Clerk
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