

# PETTY CASH REIMBURSEMENT POLICY®

## DOCUMENT SUMMARY/KEY POINTS

- Petty cash is used in situations where amounts of less than \$100 (GST inclusive, if applicable) are required urgently to purchase minor items which are not available from the Sydney Children's Hospitals Network (SCHN) Stores Department. It is also used to reimburse staff for minor out-of-pocket expenses.
- The following policy must be applied and observed when claiming reimbursement for petty cash expenses.
- Claims for catering expenses, flower arrangements and stationery items will only be accepted in certain circumstances and must be approved by a Service Director.

## CHANGE SUMMARY

- This document replaces the previous Policy of the same title (0/A/12:9006-01:00).

## READ ACKNOWLEDGEMENT

- All staff who use Petty Cash should be aware of this document.
- Managers should read and acknowledge this document.

<b>Approved by:</b>	SCHN Policy, Procedure and Guidelines Committee	
<b>Date Effective:</b>	1 <sup>st</sup> September 2016	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Senior Accountant	<b>Area/Dept:</b> Finance

## Policy Statement

Petty cash claims can only be made in situations where amounts of **less than \$100 (GST inclusive, if applicable)** are required urgently to purchase minor items which are not available from the CHW Stores Department (for Westmead Campus) / HealthShare (for Randwick Campus) or to reimburse staff for minor out-of-pocket expenses. Petty Cash claims must not be used for issuing refunds.

Purchases of \$100 or over (GST inclusive, if applicable) must be made by following the normal purchasing procedures and raising a purchase order as per SCHN Procurement of Goods and Services Policy (Link to the Policy:

<http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2014-9101.pdf>

**Note:** Splitting of payment into multiple petty cash claims to meet the under \$100 (GST inclusive, if applicable) threshold is not permitted.

## Procedure

### **Step 1: Complete a Petty Cash Claim Form**

- a) Complete the details on the Petty Cash Claim form, found on the intranet page [http://chw.schn.health.nsw.gov.au/o/forms/finance/petty\\_cash\\_claim.pdf](http://chw.schn.health.nsw.gov.au/o/forms/finance/petty_cash_claim.pdf) and <http://sch.sesahs.nsw.gov.au/policy/forms/AD.08%20SCHN%20Petty%20Cash%20Claim%20Form.pdf>
- b) Include the appropriate Cost Centre and Account Number, Project Code and Entity Refer to [Account code listing](#) for correct account.
- c) Attach the original tax invoices, receipts or dockets supporting the payment and then sign the form. Claims of more than \$75 (GST inclusive, if applicable) must be supported by a tax invoice for GST reimbursement.

### **Step 2: Authorise a Petty Cash Claim**

Once complete, the Petty Cash Claim form must be authorised by the Department Head or delegated authority except for the exclusions listed below. If a Department Head is claiming petty cash, then their Divisional /Program Chair/Clinical Stream or Service Director is required to authorise the claim.

### **Exclusions and Claims Requiring Executive Approval**

Claims for alcoholic beverages are only accepted if approved by the Chief Executive, the Director of Clinical Operations, the Director of Clinical Governance or, in their absence, the officer acting in their position.

Claims for the following items are only accepted if they satisfy the listed criteria and are approved by a Service Director:

- 1. Catering expenses related to a business meeting** that include external visitors and there are good reasons for not using the CHW Food Services Department (for Westmead Campus) / HealthShare Food Services (for Randwick Campus) External visitors' name and organisation (if applicable, if applicable) must be recorded on the Petty Cash Claim form.  
  
Note: Claims for catering for team meetings and staff farewells are not accepted.
- 2. Flower arrangements** ordered for occasions of funerals, serious illness, weddings (involving staff members or their immediate family members) and farewell functions (arranged by the SCHN). However, Departments should attempt to order such flowers through a florist that is regularly used by SCHN to enable the purchase to be invoiced to the SCHN.
- 3. Stationery items** are **NOT** available from CHW Stores (Westmead Campus) / SESLHD Stores Department (Randwick Campus) or through NetXpress. Claims for purchases of different quality, brands or type of stationery available on NetXpress are not accepted.

### **Step 3: Payment**

The completed Petty Cash Claim form and supporting documentation is then exchanged for cash at the Cashier Office (so long as everything is in order) at the Children's Hospital at Westmead or at the Sydney Children's Hospital, Randwick.