



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 07 - 2016

SUBJECT : GUIDELINES ON PETTY CASH FUND

DATE : MARCH 11, 2016

1. In line with the University's goal of pursuing excellence in administration and governance and in order to provide standby cash for Campus Directors and all accountable officers to use for emergency needs and or to address immediate problems to ensure delivery of quality services, Petty Cash Fund may be allowed/ given under the following guidelines.
2. Purposes: Petty Cash Fund can be used for:
 - a. Procurement of goods (supplies, materials and equipment) and services that are urgently needed to continue the delivery of quality services to stakeholders and clients and or performance of functions by university officials and or offices should not exceed PhP 1,500/transaction.
 - b. Procurement/ payment of unforeseen needs and eventualities where there is no time to go through the usual tedious process.
3. Specific Guidelines:
 - a. Petty Cash fund must be given only to any of the accountable officers for the Main Campus and to Campus Directors upon request;
 - b. The amount must not be more than PhP 20,000.00;
 - c. For every use of the fund, the Petty Cash Voucher must be used for every expenditure using the fund with the following supporting documents:

For emergency supplies per transaction:

- a. OR/Sales Invoice/RER
- b. Inspection Report
- c. Certificate of Emergency Purchase

For Gasoline:

- a. OR/RER/Sales Invoice
- b. Certification that gasoline was used for official business

For visitors:

- a. OR/Sales Invoice/RER
- b. Inspection Report

- c. List of visitors

Note: For Campus Directors receiving RATA, they may charge from the fund expenses for 5 or more visitors.

For other expenses:

- a. OR/Sales Invoice/RER
 - b. Inspection Report
 - c. Certification that expense was incurred while on official business or to address urgent need/ situation (state and explain/ justify the need and use of the fund).
3. Officers with petty cash fund shall maintain petty cash book where the cash fund and cash utilization is entered to come up with balance.
 4. Upon reaching 75% utilization, accountable officers may replenish using the Report on Paid Petty Cash Vouchers attaching the documents required in item 2.c above.
 5. For your information and guidance.



SERAFIN L. NGOHAYON, PhD
University President

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