

## **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"> <li>• The Constitution of the Republic of South Africa, Act 108 of 1996, section 217;</li> <li>• Public Finance Management Act (PFMA), 1999 (Act 1 of 1999);</li> <li>• Broad Based Black Economic Empowerment Act , (Act 53 of 2003);</li> <li>• National Treasury Regulations issued in terms of the PFMA dated March 2005;</li> <li>• Provincial Treasury Circular No. 1/2023: Western Cape Government interim arrangements to give effect to the Preferential Procurement Regulations, 2022;</li> <li>• Provincial Treasury Instructions, 2019;</li> <li>• Accounting Officer's System of the WCED;</li> <li>• Institutional Instructions; and</li> <li>• Standard Operating Procedures</li> </ul>
Process Beneficiary	Responsibility Managers (RM)
NOTE	Petty cash will not be issued during the Month of March, unless otherwise approved by the CFO.

Task no.	Task	Sub-Task	Responsibility
Process Name	<b>1. Procuring goods and services via Petty Cash</b>		
1.1	The Assistant Director: Evaluations and Orders receive requisitions for goods or services <R2 000.00 from the Deputy Director: SCM: Operations.	<ul style="list-style-type: none"> <li>• Verify that the financial Standard Chart of Accounts (SCOA) codes are indicated and correct.</li> <li>• Verify that the quotation is attached, correct and valid.</li> <li>• Ensure that the quotation details a validity period.</li> <li>• Ensure that the quotation is signed by the service provider.</li> </ul>	Assistant Director
1.2	Capture the requisition on the LOGIS system.	<ul style="list-style-type: none"> <li>• Petty Cash Payment (PCPM) Function on LOGIS.</li> <li>• Capture Chief (CU) user.</li> <li>• Capture requisition number.</li> <li>• Capture Item Control Number (ICN) "Petty Cash".</li> <li>• Capture supplier.</li> <li>• Capture SCOA codes.</li> </ul>	Administrative Clerk
1.3	Authorise the Petty Cash on LOGIS.	<ul style="list-style-type: none"> <li>• PCPM "U" (authorisation) Function on LOGIS.</li> <li>• Verify and authorise the captured information.</li> </ul>	Administrative Officer
1.4	Authorise the Petty Cash advice.	<ul style="list-style-type: none"> <li>• Verify that approved supplier is registered on LOGIS.</li> <li>• Verify that Petty Cash is for the correct RM.</li> <li>• Verify quantities.</li> <li>• Verify price.</li> <li>• Verify delivery period.</li> <li>• Verify SCOA codes.</li> <li>• Return requisition to capturer, for amendments, if incorrect information was captured.</li> </ul>	Delegated official

		<ul style="list-style-type: none"> <li>• Approve the Petty Cash Voucher and complete section A of the Petty Cash Advice.</li> <li>• Forward the Petty Cash voucher to Contract Management for the petty cash request.</li> </ul>	
<b>Process Name</b>	<b>2. Requesting petty cash from Directorate: Financial Accounting</b>		
2.1	The Assistant Director: Contract Management receives the Petty Cash Advice.	<ul style="list-style-type: none"> <li>• Request Cash from Directorate: Financial Accounting.</li> <li>• Complete the Bas Petty Cash Payment Voucher (PGWC 008).</li> <li>• Verify quantities.</li> <li>• Verify price.</li> <li>• Verify delivery period.</li> <li>• Verify SCOA codes.</li> <li>• Authorise the PGWC 008 form.</li> <li>• Submit completed PGWC 008 form to Directorate: Financial Accounting, Sub-Directorate: Banking for approval and the issue of the petty cash.</li> </ul>	<p>Administrative Clerk</p> <p>Delegated official to authorise the PGWC 008 form</p>
2.2	Receipt of cash.	<ul style="list-style-type: none"> <li>• Receive approved PGWC 008 form from the Directorate: Financial Accounting.</li> <li>• Submit PGWC 008 form together with the Petty Cash Voucher to the Cashier to issue the cash.</li> <li>• Complete the Recipient part of the PGWC 008 form after the cash has been received and verified.</li> <li>• Ensure that Petty Cash Register is updated with the required information.</li> </ul>	Administrative Clerk

2.3	Issue of cash.	<ul style="list-style-type: none"> <li>• Inform the CU that the cash is available.</li> <li>• CU (recipient) must complete section C of the Petty Cash Voucher for the receipt of the cash after verification has been done.</li> <li>• 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 with two (2) days after purchasing the goods or services.</li> <li>• Unspent money is returned to the cashier.</li> <li>• Package submitted to Directorate: Financial Accounting for record keeping.</li> <li>• Ensure that the Petty Cash Register is updated with the required information.</li> </ul>	Administrative Clerk
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