

## Petty Cash and Prepaid Card Framework

1. Any expenditure incurred through the Petty Cash and Prepaid Cards, shall be restricted to small purchases or incidental expenditures that require an immediate cash payment.
2. The mode of Payment at the University for such petty payments shall be through Petty Cash or Prepaid Cards.
3. Petty Cash or Prepaid Cards shall not be used to circumvent the procurement procedures. Petty Cash or Prepaid Cards shall not be used for lower value purchases where volume might secure lower prices.
4. Respective Department Director/ College Dean shall be responsible for nominating the Petty Cash Custodian of his Department/ College. A nomination of one Individual is preferable, however in case of Departments/Colleges with high volume, nomination more than 1 Custodian is permissible. Each Custodian is responsible for the limit assigned to them respectively.
5. An event-based Petty Cash or Prepaid Card is permissible to be established for a specific Event.
6. The maximum pay-out per transaction for Petty Cash shall be AED 1,500 and for Prepaid Cards shall be AED 10,000.
7. For each Petty Cash and Prepaid Card request, a 'Petty Cash/ Prepaid Card Voucher' must be issued by the Petty Cash and Prepaid Card Custodian from a serially numbered booklet.
8. For receiving an Advance from Petty Cash or Prepaid Card Custodian, the employee must fill in the 'Petty Cash Advance Form'. UOS reserves the right to deduct the advance from respective employees salary in case the employee does not submit the original Invoice equivalent to the advance taken within 10 working days.

#### 9. List of Expenses permissible through Petty Cash and Prepaid Card:

- Office\Lab supplies,
- Office entertainment (e.g. Coffee, tea, sugar, milk),
- Refreshments or meals in connection with business meetings,
- Gifts/Flowers for students related activities and competitions,
- Payment to voluntary patients (for Dental College, CTC) with value not exceeding AED 500 each,
- Local transportation for business purpose (taxi, bus, parking, tolls),
- All such expenses must be for UoS purposes only.

#### 10. List of Expenses not permissible through Petty Cash and Prepaid card:

- Salary of personnel or laborers
- Purchase of any single item that exceeds AED 1,500 in case of Petty Cash and AED 10,000 in case of Prepaid Card
- Purchase of stock items
- Flight and accommodation during Business Travel
- Employee Allowances
- Employee Overtime
- Rewards/Bonuses
- Gifts/Flowers for Staff
- Meals (Lunches & Dinners) not related to business meetings
- Property and Equipment
- Collaterals & Printing (must be done through Media Centre)
- Chemical purchases (must be done through Central Lab)

#### 11. Supporting submission for each expense:

#	Expense Types	Documents Required	Approval Required
1	Office\Lab supplies	Invoice	Department Director / College Dean
		Payment receipt	
2	Office entertainment (e.g. Coffee, tea, sugar, milk) - General	Invoice	Department Director
		Payment receipt	
3	Office entertainment (e.g. Coffee, tea, sugar, milk) - Specific Event	Invoice	Event Coordinator
		Payment receipt	
4	Refreshments or meals in connection with business meetings	Event Details (including Purpose, Location, Date, Time)	Respective Supervisor
		Name of Participants (and their respective Employers)	

#	Expense Types	Documents Required	Approval Required
		IDs of UOS Employees	
		Invoice	
5	Gifts/Flowers for students	Event Details	Department Director / College Dean
		Invoice	
		Acknowledgement for receipt of gift	Student
6	Local transportation for business purpose (taxi, bus, parking, tolls)	Ticket copy & Purpose of Travel	Respective Supervisor

12. The physical location of the Petty Cash or Prepaid Card shall be in a locked drawer or a safe box, with access only available to the respective Petty Cash Custodian.
13. Fidelity insurance shall be undertaken by the Treasury Head to cover cash held by all the Petty Cash or Prepaid Card Custodians.
14. A quarterly Surprise Petty Cash count or Prepaid Card Balance review shall be conducted by the Treasury Team.
15. Any loss of funds arising from negligence or theft must be immediately reported to the Treasury Head and appropriate action shall be taken.
16. If any exception is noted to the above Policies, reimbursements to those exceptions are at the sole discretion of the Vice Chancellor of Financial and Administrative Affairs.

## Petty Cash or Prepaid Card Custodian

### Eligibility

17. Custodian cannot be a Dean, Director, or Executive.
18. Custodian cannot be Students, except Student Council Members. Student Council Member must sign a Commitment Letter (Template attached).
19. Custodian cannot be a Temporary staff or employee who has submitted his/her resignation letter.

### Responsibility

20. Petty Cash or Prepaid Card Custodian shall have the following responsibilities:
  - I. Daily Cash Counts and reconciled balances;
  - II. Accept only original invoices and proof of payments. Photocopies shall not be acceptable.
  - III. Honour Invoices that are duly approved by the Dean / Director / Vice-Chancellor whose cost centre shall be charged. Mention the correct Account Code for the expense
  - IV. Verify the arithmetic accuracy of the Invoice.
  - V. Ensure that the Cash is used in line with the Petty Cash and Prepaid Card Framework.
  - VI. The Custodian shall not be the Petty Cash or Prepaid Card Voucher approver
  - VII. The monthly Petty Cash or Prepaid Card statement with details on expenses and attached original invoices should be approved by Director/ Dean of respective Department/ College.
  - VIII. The Custodian must request for replenishment when the fund is nearly 70% utilized by or at the end of every month (i.e. 1<sup>st</sup> Working Day of the subsequent month), whichever is earlier.
  - IX. Duly handover the Petty Cash or Prepaid Card to the Successor in case he/she can no longer perform his/her duty.
  - X. The Custodian shall be held liable for the Petty Cash or Prepaid Card fund allocated to him/her.
  - XI. Under no circumstances use individuals own funds to purchase Petty Cash or Prepaid Card items.
  - XII. It is strictly prohibited to keep Petty Cash or Prepaid Card funds in personal bank account
  - XIII. The Custodian must acknowledge receipt of Petty Cash or Prepaid Card received
21. UOS reserves the right to recover Petty Cash or Prepaid Card Funds from the Custodian if the funds are not managed as per the Petty Cash or Prepaid Card Framework

### Replacing the Petty Cash or Prepaid Card Custodian

22. Following cases shall lead to the Replacement of the Custodian:

- Resignation of Custodian;
- Custodian is on a leave for more than 2 days;
- Transfer of Custodian to another Department

23. A Petty Cash Handover Form must be filled while changing a Custodian. The Handover Form shall have the following:

- Reconciled Balance of the Fund with attached original Invoices;
- Balance Petty Cash and Prepaid Card
- Original Custodian's signature
- New Custodian's signature
- Department Director's or College Dean's approval
- Treasury Head approval.