

✓	Action
	Ensure petty cash is stored in a suitable safe or locked drawer and never left unattended
	Ensure the <a href="#">Imprest Form</a> is completed and posted to the ledger, prior to replenishing the float
	Check each payment from petty cash has supporting documentation and is properly authorised
	Ensure every claimant has signed for receipt of monies
	Review the nature and level of expenditure to determine if petty cash is the appropriate method of payment
	Review petty cash limits and reduce where possible and as necessary
	Ensure petty cash is replenished at least once a month if any activity has occurred
	Certify the petty cash float and advances balances at half-year and year-end, ensuring cash in hand and advances agree to UFS
	Notify the <a href="#">Head, Accounting Services</a> immediately of any lost or missing petty cash
	Ensure <a href="#">Handover Form</a> is completed should you leave (see below)