



MEMO TO: Section Head of Disbursements

FROM: _____

DATE: _____

SUBJECT: Request to establish a petty cash fund

I request to establish a petty cash fund for _____
(College/Department)

the amount of QAR _____ from Fund _____ and activity code _____

If approved, I certify that the petty cash fund will be operated in compliance with the University's written policies and procedures for petty cash. The fund custodian will be:

(Name) (Job #) (Phone #) (Email)

The cash and records for this fund will be located in _____
(Building and room #)

and will be safeguarded as prescribed in the above procedures. The funds and records will be available for any scheduled and/or unannounced cash count or audit.

Petty cash custodian's signature

Dean/Director's signature

***** (For finance use only) *****

Approved amount QAR _____

Authorizer's signature _____

Date _____

(This form must accompanied with the Petty Cash custodian's commitments form)

Petty cash custodian's commitments

In order to receive the petty cash fund, I hereby acknowledge acceptance of the terms and the conditions of Qatar University petty cash policy which stated below:

1. The petty cash float is used to finance the purchase of recurring non-critical goods /services or meeting emergency purchase needs.
2. The use of petty cash float for major procurements, creation of fixed assets etc. is not permissible.
3. The division of a purchase order into several orders to facilitate payment through petty cash is not permissible.
4. The petty cash function is applied for all payments below QAR 5,000 which represents the predefined disbursement limit of the petty cash account (exceeding amount payments can be exercised through P-Card).
5. When an employee requests a petty cash draw, the requestor must complete a Petty Cash Payment Voucher.
6. Disbursements from the petty cash account will be made only against an approved petty cash payment voucher accompanied by an invoice/receipt.
7. All petty cash payment vouchers should be supported by invoices and documents supporting QU's receipt of goods / services if applicable.
8. In case the cash was given in advance; the advance should be settled within 3 working days from the date of disbursement.
9. Petty cash disbursement cannot be made for personal items, personal memberships, personal subscriptions, personal dues, furniture or equipment, payments for personal services, or travel advances. They also cannot be used to cash personal cheques or utilize as loans. The unauthorized listed purchases includes:
 - A. Capital equipment with a unit price more than 5,000 QAR.
 - B. Any Furniture, or IT equipment, audio Visual Equipment software
 - C. Travel and all related payments.
 - D. Employee expenses while in travel status. They include but not limit to:
 - Airport shuttles
 - Automobile rentals and replacement fuel
 - Hotel rooms and services
 - Payment or reserving of hotel rooms
 - Parking
 - Per diem allowance
 - Personal or University vehicle fuel
 - Tolls/Taxes
 - Taxi cabs
 - E. Chemicals unless if a specific approval is granted.
 - F. Purchases from University employees, their spouses, parents, or children.
 - G. Purchases from business concerns of which an employee (or an employee's spouse, parent(s) or children) is a sole or principal owner, major officer, or primary employee.
 - H. Purchases when the vendor requires an agreement or any contract to be signed by an authorized University representative.
 - I. Legal and arbitrary Fees.
 - J. Cash advances.
 - K. Student textbooks.
 - L. Gifts to other University units or external organizations.
 - M. Health Care Provider Fees.
 - N. Independent Contractor Fees.
 - O. Radioactive materials.
 - P. Trade-in of equipment that is inventoried.
 - Q. Weapons, ammunition, or detonating equipment or material

Petty cash custodian's signature _____