



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

May 9, 2023

DIVISION MEMORANDUM

No. 092, s.2023

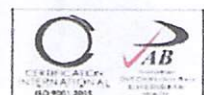
REITERATION OF PETTY CASH FUND RULES AND REGULATIONS

To: Assistant Schools Division Superintendent
Chiefs – CID, SGOD
SDO Admin. Officer V (Admin)
SDO Admin. Officer V (Finance)
SDO Accountant
SDO Admin. Officer IV HRMO
SDO Admin. Officer IV (Cash)
All Others Concerned

1. In the interest of the service and to establish and strengthen fiscal controls in granting, as well as, the utilization, replenishment, and liquidation of Petty Cash Fund (PCF), it is important to lay down rules and regulations to ensure that the accountable official/disbursing officer and employees are properly informed and guided, and the objectives thereof, are achieved accordingly.
2. In this connection and in accordance with the existing rules and regulations of the Commission on Audit (COA), the following rules and regulations shall be strictly observed and adhered to:
 - a. Pursuant to Chapter 6, Section 35 of the Government Accounting Manual, and the COA Circular No. 97-002 dated 10 February 1997, Petty Cash Fund (PCF) refers to the amount granted to a duly designated Petty Cash Fund Custodian (PCFC).
 - b. Transfer of PCF from one Accountable Officer/Disbursing Officer to another shall not be allowed.
 - c. The Petty Cash Fund shall be set up in the amount of P30,000.00, sufficient for the recurring petty operating expenses of the Division for one month.
 - d. The PCF shall be used solely for the specific legal purpose for which it was granted. Under no circumstance shall it be used for encashment of



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checks, liquidation of a previous cash advance, and payment of unauthorized expenses.

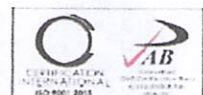
- e. In no case that disbursement, be made out of PCF without the approval of the Schools Division Superintendent.
- f. The PCF for a particular year shall not be used to pay prior year expenses.
- g. The Accountable Officer/Disbursing Officer may request replenishment of the cash advance when the disbursements reach at least 75 percent or as needed.
- h. The PCF shall not be used for payment of regular expenses, such as rentals, meals, subscriptions, light and water, and the like.
- i. Payments out of the PCF which shall be made through a petty cash voucher shall be allowed only for amounts not exceeding **P3,000.00** for each transaction. Splitting of transactions to avoid exceeding the ceiling shall not be allowed.
- j. Canvass from three (3) suppliers must be provided/required for purchases involving P1,000.00 and above.
- k. All disbursements out of the PCF shall be supported by cash invoices, Official Receipts, RIS, IAR, Canvass and Abstract of Canvass, Waste Material Report, Inventory Custodian Slip, and/or other evidence of disbursement.
- l. The unused balance of the PCF shall not be closed/refunded at the end of the year. The fund shall be closed only upon termination, separation, retirement, or dismissal of the Petty Cash Fund Custodian (PCFC). As such, the PCFC shall submit to the Bookkeeping Section, Accounting Division, all unreplenished Petty Cash Vouchers (PCV) (Annex A) for recording in the books of accounts at the end of each year.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

RJF/Accounting Petty_cash_fund
May 8, 2023



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