

Regulations Governing the Management of Petty Cash

Yuan Ze University

Passed by the 25th Administrative Meeting, 1989 Academic Year dated July 10, 1990

Article 1: These regulations are established under the accounting system standards for private universities in accordance with the Ministry of Education's Letter Tai (65) San-Tze No. 2510.

Article 2: Under the imprest system, the petty cash is limited to One Hundred and Fifty Thousand New Taiwan Dollars (NTD 150,000) and shall be kept by the cashier (or designated personnel as directed by the general affairs supervisor). First-level units may establish additional petty cash funds upon approval by the President, with a limit of Ten Thousand New Taiwan Dollars (NTD 10,000).

Article 3: Petty cash funds are only to be used for small expenses, up to and including New Taiwan Dollars Five Thousand (NTD 5,000). If there are expenses exceeding Five Thousand New Taiwan Dollars (NTD 5,000) that need to be paid immediately from petty cash, approval from the President is required.

Article 4: Petty cash reimbursements are made on a monthly basis, following the principle of four disbursements per month.

Article 5: The petty cash custodian must keep the original receipts for petty cash transactions and expenses carefully and record payment details in the petty cash ledger regularly.

Article 6: For petty cash reimbursement, the petty cash custodian must complete a detailed petty cash expenditure report, attach all original receipts, obtain signatures from the general affairs supervisor (or first-level unit supervisor), and submit it to the Office of General Accounting for voucher preparation. Once approved by the President, the check will be made by the Finance and Property Management Section.

Article 7: Self-managed procurement cases using petty cash must still follow regular procurement procedures.

Article 8: Accounting personnel are authorized to audit the petty cash ledger and the balance of petty cash funds at any time.

Article 9: These regulations are approved by the Administrative Council and shall be announced and implemented upon approval by the President. Amendments to these regulations shall also follow the same procedure.