DANDENONG HIGH SCHOOL
PETTY CASH/PERSONAL REIMBURSEMENT

Petty Cash Limits

Petty cash expenditure may be reimbursed for minor items up to a limit of $25.00 per transaction. The splitting of tax invoices/receipts is not permitted.

All claims for reimbursement must be supported by original documentation.

Each petty cash item should be supported by a numbered petty cash voucher or docket, completed and signed by a responsible officer verifying the payment. All vouchers should be entered.

Reimbursement of Petty Cash

All reimbursements must be recorded on a “Petty Cash Form” detailing the date of reimbursement, signature of the claimant, goods or services obtained and payment made. All original tax invoices/receipts and petty cash voucher are required to be attached to the Petty Cash Form. Where merchant tax invoices/receipt are not issued another form of proof of purchase can be supplied. If not, or a tax invoice/receipt has been lost, a declaration is to be attached detailing the nature of the claim.

Personal Reimbursement

ALL ITEMS TO BE PURCHASED SHOULD BE WITH A SCHOOL PURCHASE ORDER

Personal reimbursements will only be made for purchases where a school purchase order, direct deposit, credit card or cheque is not accepted by a supplier or service provider. A purchase requisition will need to be completed and prior approval given for use of personal funds.

School Council Endorsement: 20 AUGUST 2013
<table>
<thead>
<tr>
<th>DATE</th>
<th>CLAIMANT’S SIGNATURE (for receipt of reimbursement)</th>
<th>GOODS/SERVICES</th>
<th>ACCOUNT NO.</th>
<th>AMOUNT</th>
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COMPLETED BY: ____________________________________________________________

NAME: ________________________________________________________________ [Please print]

SIGNATURE: ____________________________________________________________
DECLARATION

I,

Of Dandenong High School do solemnly and sincerely declare

THAT I have purchased goods or services to be used and owned by Dandenong High School and that I was not issued/have lost an original tax invoice or receipt.

Goods purchased:______________________________________________________________
_____________________________________________________________________________

Supplier:______________________________________________________________________

Amount:_____________________________________

SIGNATURE:____________________________________ DATE:__________________________

Approved:____________________________________________ (Domain Leader)

Budget:________________________________________________________________________

SIGNATURE:____________________________________ DATE:__________________________

APPROVED BUSINESS MANAGER

SIGNATURE:____________________________________ DATE:__________________________