

CIRCULAR NR 02-08
GUIDELINES FOR THE
PROPER UTILIZATION OF
THE HUMAN RESOURCE
AND MANAGEMENT
PETTY CASH FUND

10 APRIL 2008



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila



HPCG/CG-1

10 April 2008

HPCG CIRCULAR)
NUMBER 02-08)

**GUIDELINES FOR THE PROPER UTILIZATION OF THE
HUMAN RESOURCE AND MANAGEMENT PETTY CASH FUND**

I. REFERENCE:

Manual on New Government Accounting System (NGAS) for National Government Agencies (2002 Edition).

II. PURPOSE:

To prescribe guidelines, set of procedures and requirements for the proper utilization of the petty cash fund for HRM related activities for accounting, auditing, and fiscal control as well as providing appropriate sanctions for violation thereof.

III. SCOPE:

This Circular applies to all PCG Human Resource Management Related activities.

IV. DEFINITION OF TERMS:

Petty cash – refers to an amount of money not exceeding FIFTEEN THOUSAND PESOS (P15,000.00) utilized for a single purchase of HRM related activities.

Human Resource Management Cash Fund – refers to an amount of money given in advance by the Command to the Human Resource Management Petty Cash Custodian subject to replenishment chargeable against appropriate funds.

Human Resource Management Petty Cash Custodian – refers to a bonded accountable officer assigned at CG-1 and duly appointed by the Commandant, Philippine Coast Guard.

Receipts – refers to official receipts as approved by the Bureau of Internal Revenue (BIR).

V. GENERAL GUIDELINES:

1. The Human Resource Management (HRM) Petty Cash Fund shall be managed by the HRM Cash Custodian who shall be under the direct supervision and control of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1.
2. The HRM Petty Cash Fund shall at all times be kept in a vault of the HRM Petty Cash Custodian.
3. The HRM Petty Cash Fund shall only be utilized for emergency and petty expenses necessary to restore or maintain the operational and recurring expenses not to exceed FIFTEEN THOUSAND PESOS (P15,000.00) for one (1) particular transaction.
4. Every expenses shall be limited to a maximum of twenty (20) emergency purchases every week pending on the need to be determined by the HRM Cash Custodian subject to the approval of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1.
5. HRM Petty Cash Fund shall be chargeable against CG-1 CMF.

VI. SPECIFIC GUIDELINES:

1. The "SOLD TO" or "RECEIVED FROM" line on the receipt shall bear the name of the PHILIPPINE COAST GUARD or PCG.
2. The receipt issued by a business establishment shall contain its Tax Identification Number (TIN) in order to be considered as a valid transaction and as supporting document for liquidating the amount.
3. The total amount of every transaction shall, in no instance, exceed FIFTEEN THOUSAND PESOS (P15,000.00) per day.
4. Receipts shall be inspected and noted by O/CGIA.
5. Totaled disbursed should not be more than the allotted budget for the particular item in the approved OPB/APP.
6. The "By" line found at the last portion of the receipt shall bear the name of the requesting personnel with his affixed signature.
7. All receipts with accompanying liquidation documents shall be submitted to the HRM Petty Cash Custodian within twenty-four (24) hours after the reimbursement thereof by the requesting personnel.

VII. PENALTY CLAUSE:

Any violation of this Circular shall be a ground for denial of succeeding request for HRM petty cash without prejudice to the filing of appropriate administrative, civil, or criminal action in serious cases to be determined by O/CGIAS.

VIII. RECISSION:

All Circulars and policies inconsistent with this Circular are hereby rescinded.

IX. EFFECTIVITY:

This Circular shall take effect fifteen (15) days upon approval by the Commandant,
PCG.

BY COMMAND OF ADMIRAL ABINOJA:

OFFICIAL:

RODOLFO D ISORENA
COMMO PCG
Chief of Coast Guard Staff


MARIFEM U ISAAC
LTJG PCG
Coast Guard Adjutant