**ANNEXURE B**

**SCHEDULE OF CHANGES TO PETTY CASH POLICY**

| **Page reference (Old policy)** | **Old Policy**  | **Proposed changes**  |
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| Page 9Section 6Policy procedures | 6.7.2) Once the sundry payment voucher has been processed the cheque is issued in favour of the Chief financial Officer. The cheque is presented at the Cash hall for the attention of the Chief Cashier in exchange for cash to replenish petty cash. | 6.7.2) Once the sundry payment voucher has been given to the relevant persons at the creditors department, they will then request the petty cash on fnb online. The Petty Cash custodian will then come through and take the documents to the bank signatories to release their request for petty cash. |
| Page 9Section 6Policy procedures | 6.7.2) Once the sundry payment voucher has been processed the cheque is issued in favour of the Chief financial Officer. The cheque is presented at the Cash hall for the attention of the Chief Cashier in exchange for cash to replenish petty cash. | 6.7.3) Once the petty cash has been released, the cash will be delivered by SBV to the Cash/Banking Hall. The petty cash custodian with then be contacted to come through and collect the cash. The cash will only be given and signed for after the petty cash custodian has produced supporting documentation and their ID document |