

**Unit of Competency****Functional Area: Finance**

Title	Handle petty cash
Code	105182L3
Range	This unit of competency is applicable to practitioners in the import and export industry to handle petty cash.
Level	3
Credit	2 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Describe the process of petty cash <ul style="list-style-type: none"> <li>• Describe petty cash policies and procedures</li> <li>• Describe the charge items</li> </ul> </li> <li>2.1. Process request <ul style="list-style-type: none"> <li>• Follow approval and handling procedures upon receipt of a request for disbursement</li> <li>• Verify receipts and enter the details (e.g., date, description, and amount)</li> <li>• Pay the requested petty cash and have the applicant acknowledge the receipt of cash</li> <li>• Record the “Ending Cash on Hand”</li> </ul> </li> <li>2.2. Replenish and record transactions <ul style="list-style-type: none"> <li>• Count all remaining petty cash</li> <li>• Total all receipts and record the “Detail of Receipts and Reconciliation”</li> <li>• Check and balance transactions according to company procedures</li> <li>• Obtain approval from relevant personnel to replenish petty cash if required</li> <li>• Complete a journal entry to record the outflow and inflow of petty cash</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of processing petty cash request</li> <li>• Capable of replenishing petty cash and recording transactions</li> </ul>
Remark	