

PALINGGAT OORD	DOC No	POL-008
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	DATE	13/09/21
CASH POLICY		

- **Cash** - When cash is received / paid in at the office a receipt to this effect is issued. At the end of the day all cash on hand must balance. Money from the machines (Laundromat / squash court) will always be removed and counted in the presence of two persons.
- **Petty cash** - Maximum float allowed is R300.00 (three hundred rand). A receipt must be issued and kept for all payments made from the float.
- **Cash in safe** – All cash on the premises and in transit to and from the bank, which is kept overnight in the safe is covered by our short-term insurance policy. Therefore it may not exceed the amount of R10 000 (ten thousand rand).

REV N°.	STATUS / CHANGE	DATE
1	Limit of cash in safe reduced from R 15000 to R 10000	13/09/21