Sample policy – synthetic demo document

Not for use in a real service. Created for the OMFiNiTiVE Data Import demo.

Petty Cash Handling Policy

Category: Finance · Version 1.0 · Owner: Registered Manager

1. Purpose: to make sure small cash payments are safe, recorded and checked.

2. Petty cash is kept locked and the balance is checked weekly by two people.

3. Every payment has a receipt and is entered in the petty cash log the same day.

4. Differences are reported to the manager straight away.

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