

## Finance Department

### Petty Cash Request Form

With reference to the above mentioned request , we, the undersigned , hereby certify and approve the following terms and conditions :

That the petty cash shall be used to purchase item(s) in line with the Finance policy **PL-FIN-CAS-001** with value less than or equal to **QR 5,000**.

The maximum is of 2 petty cash for the project duration.

Petty cash should be settled by maximum 2 months starting from \_\_\_\_\_ and a valid justification should be provided to the finance department if the petty cash is needed for longer than 2 months.

Petty Cash may not be used for:

- \*Any item for personal use
- \*Travel Expenses, except for local conveyance (Taxi fare),
- \*Purchase of supplies costing more than QR 5,000 invoice splitting is not permitted,
- \*Research project personnel and technical consultants payment,
- \*Personal loans and salary advances.

*Name of the Research Grant:*

*Signature of the Principle Investigator (PI)*

#### Custodian Details

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Number: \_\_\_\_\_

#### Project Details

Sponsor Grant Number: \_\_\_\_\_ Project PI: \_\_\_\_\_

Award Number: \_\_\_\_\_ Project Number: \_\_\_\_\_

#### Amount Details:

Amount Requested (Max QR 5,000): \_\_\_\_\_

To be deducted from Task/ Budget Category:

\*\*The Original receipts/invoices are required for the Petty Cash Reconciliation.

\*\*All items should be purchased within the Approved Grant Budget

*Signature of Principle Investigator (PI)*

*Date Signed*