

Policies and Procedures Guide

Procedure Name: Requesting and closing a petty cash through funds of an international project	Procedure Number: PR-ER-01-06	
Procedure Approval Decision Number: 10/7/17/2	Approving Body: Quality Assurance Implementation and Follow-up Committee	
Procedure Approval Date: 11/1/2024	Release Number: #1	Revision date: _____

1. Objectives:

Defining the procedures for disbursing and closing a petty cash issued to the principal investigator through funds of an international project for the urgent purchase of supplies and services.

2. Terms and Expressions:

Project: Any project that is supported by an international funding agency outside the Hashemite Kingdom of Jordan, in addition to any projects assigned to the International Projects Office by the President.

Principal Investigator (PI): The person employed at the university and assigned with the duties of project coordinator and responsible for managing the project from the stage of initiation until project closure.

3. Scope:

This procedure applies to requests for disbursing and closing a petty cash issued to the principal investigator through funds of an international project for the urgent purchase of supplies and services.

4. Responsibility:

- International Projects Office
- Supply and Inventory Management Department
- Finance Department
- Principal Investigator (PI)

5. Implementation Steps:

1. The principal investigator shall submit a request to the International Projects Office for the disbursement of an urgent petty cash for the purposes of purchasing materials or services for the project, indicating: the petty cash amount, the type and quantity of materials, the estimated price, and the name of the petty cash holder, using the approved petty cash request form.
2. The International Projects Office shall review the request in terms of the completion of the relevant information and documents, in accordance with the university's guidelines, the regulations of the funding agency, and the fund availability within the specified budget line for the items to be purchased.
3. In case any document or information is missing, the International Projects Office shall return the request to the principal investigator to provide them with it.
4. The International Projects Office shall review the completed request in accordance with relevant regulations, and send it to the Supply and Inventory Management Department.
5. The Supply and Inventory Management Department shall review the request and check the availability or non-availability of the required materials within the department's warehouses and whether they are included in University's procurement plan.
6. If the requested materials are not available within the department's warehouses and since they are required for an international project, the Supply and Inventory Management Department shall approve and forward the request to the Finance Department to proceed with the petty cash disbursement.
7. The Finance Department shall review the request and complete the disbursement procedures after obtaining presidency's approval.
8. The principal investigator shall submit a request to the International Projects Office to close the petty cash, indicating: the amount spent, invoices duly approved by the Director of the International Projects Office and the principal investigator, and any relevant supporting documents required by the funding agency.

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9. The International Projects Office shall review the request in terms of the completion of the relevant information and documents.
10. In case any document or information is missing, the International Projects Office shall return the request to the principal investigator to provide them with it.
11. The International Projects Office shall review the request in accordance with relevant regulations, and send it to the Supply and Inventory Management Department to complete the closing procedures. In the case of a petty cash issued for travel expenses, the office shall send it to the Finance Department.
12. The Supply and Inventory Management Department shall review the request in accordance with relevant regulations, and send it to the Finance Department to complete the closing procedures.
13. The Finance Department's Scientific and Productive Projects Accounting Section shall review the request and send it to the Internal Auditing Section. In the case of consumable materials, the Scientific and Productive Projects Accounting Section shall transfer it to the Expenditures Section for auditing and send it to the Internal Auditing Section.
14. The request shall then be sent to the Finance Director for approval, and upon approval, the Scientific and Productive Projects Accounting Section shall proceed with the necessary financial reservation and complete the procedures for closing the petty cash in accordance with relevant regulations.

6. Required Forms:

Petty Cash Advance Request Form (FO-043).