



Petty Cash Rules for NSTIP Projects

- The petty cash should be used **ONLY** for those essential/stationary items that are relevant to the project.
- In case of Sample Analyses, Purchase of Laptop(s), Desktop(s), Printer(s), Scanner(s), External HDD and other computer related hardware, devices or software, etc. through the petty cash requires prior approval from the Science & Technology Unit.
- The petty cash cannot be used for reimbursement of any kind of travel even if it is related to the project. Standard procedure for NSTIP Trips should be followed.
- The petty cash cannot be used for miscellaneous expenses such as mobile(s), mobile accessories, petrol, taxi fare(s), food items and compensations.
- **Requirements for Petty Cash Settlement:**
 - The Petty Cash Settlement Form available on the following link: <http://www.kfupm.edu.sa/deanships/dsr/en/Pages/NSTIPDownloads.aspx?pos=4>.
 - The submission of all original invoices and other supporting documents should be complete, accurate and clear enough to complete the settlement process by the following minimum requirements:
 - **Name:** King Fahd University of Petroleum & Minerals (KFUPM)
 - Name of the resource and date
 - It should contain a clear and precise description of the quality of product which was the subject of procurement and the quantities and the price per unit and
 - Total invoice amount (in words and in figures) as well as the stamp of the original supplier.
- Any invoice for consumable item(s) \geq **SAR 1,000** should be stamped by the Store House Department.
- Any invoice for taggable item(s) (regardless of its cost) should be accompanied by Store House documents (i.e. Inspection Certificate and Custody forms).
- Any invoice with single purchase should not exceed **SAR 5,000** (else prior approval is required).
- Only original invoice (whose dates are within the project duration) should be provided and duplicate or xerox version or scanned copy will not be accepted.
- All petty cash expenditure should be closed before the official ending date of the project.
- The Science & Technology Unit will not reimburse any invoices or purchases which do not comply with these rules.
- Please note that for those rules which are not specifically and explicitly mentioned, the existing Government rules and regulations should apply.

We thank you for your full compliance and cooperation with the above mentioned regulations.

Science & Technology Unit