

# **STANDARD OPERATING PROCEDURES FOR PETTY CASH DISBURSEMENT & REPLENISHMENT BY THE ACCOUNT SECTION OF THE FINANCE DEPARTMENT**



**SOP NUMBER: NTA: FD-ACCOUNT  
SECTION 02: 2024  
VERSION NUMBER: O1**

## **1.0 Introduction**

Through the passage of legislation, the Liberia National Transit Authority (NTA) was created to offer Liberians convenient and reasonably priced mass transit services. With the view to guide the process for staff involved with the disbursing and replenishing of petty cash, this Standard Operating Procedure (SOP) is documented. This document provides the process for Petty Cash Disbursement and Replenishment by the Account Section of the Finance Department of NTA.

## **2.0 Purpose**

To provide instructions in relation to the disbursement and replenishment of petty cash by the Account Section.

## **3.0 Scope**

This SOP applies to Petty Cash Disbursement and Replenishment by the Finance Department, Account Section of the NTA.

## **4.0 Legal Basis**

National Transit Authority Act of 2007

Section II. Powers & Purposes

Public Financial Management (PFM) Act 2009

PART B. Public Funds & Consolidated Fund

B.33. Authorized Petty Cash Balances

B.34. Determination of Authorized Petty Cash Balances

## **5.0 SOP Owner**

The Account Section of the NTA.

## **6.0 Definition**

DMDA      Deputy Managing Director for Administration

MD          Managing Director

NTA          National Transit Authority

SOP          Standard Operating Procedures

PFM        Public Financial Management Act

## **7.0 Review Period**

Annually

## 8.0 Availability

Internal only

## 9.0 Exception to the instructions

This SOP is not expected to provide fully comprehensive operational guidelines for the Petty Cash Disbursement and Replenishment process, such that: it does not capture the thresholds, and the time to request for replenishment. Additionally, this SOP will focus only on the Petty Cash Disbursement and Replenishment process, conducted by the Account Section and other internal stakeholders.

## 10.0 Penal Provision

The supervisors and staff of the Accounts Section, and other actors involved with the Petty Cash Disbursement and Replenishment process must guarantee due penalties in accordance with the legal and ethical regulatory framework for staff acting against these procedures.

## 11.0 Procedural Guidelines

<b>11.1 Petty Cash Disbursement</b>		
<b>No.</b>	<b>PROCEDURES (Step-by-Step)</b>	<b>Responsible Section/Staff</b>
11.1.1	Requests Petty Cash Requisition Form from the Account Clerk.	Requester
11.1.2	Fills Form and submit to department head and DMDA for approval.	Requester
11.1.3	Submit Form to the Account Clerk.	Requester
11.1.4	Receives the Petty Cash Requisition Form and reviews. If there is any issue(s) on the Form, query is raised for correction. If satisfactory, the Form is forwarded to the Chief Accountant for the approval of disbursement.	Account Clerk
11.1.5	Receives and reviews the signed Petty Cash Requisition Form. If there is any issue(s), query is raised. If satisfactory, the Account Clerk is instructed to disburse the payment.	Chief Accountant
11.1.6	Makes payment to requester.	Account Clerk
11.1.7	Receives and signs for payment.	Requester
<b>11.2 Petty Cash Replenishment</b>		

11.2.1	Makes Replenishment Request to the Chief Accountant.	Account Clerk
11.2.2	Receives Replenishment Request and instructs the Payable Accountant to prepare voucher for replenishment.	Chief Accountant
11.2.3	Receives and prepares voucher for replenishment and forwards same to the Chief Accountant for signature.	Payable Accountant
11.2.4	Receives the prepared voucher, signs and submits to the Comptroller for signature.	Chief Accountant
11.2.5	The Comptroller receives the voucher and reviews. If there is discrepancy, query is raised. If satisfactory, the voucher is signed and forwarded to the DMDA for approval.	Comptroller
11.2.6	Receives and reviews the voucher for Petty Cash Replenishment. If there is issue(s), query is raised. If not, the voucher is signed and forwarded to the Chief Accountant office.	DMDA
11.2.7	Receives the signed voucher and instructs the Payable Accountant to prepare check for replenishment.	Chief Accountant
11.2.8	Receives the voucher, prepares check and forwards same to the Internal Audit Department for Clearance Memo.	Payable Accountant
11.2.9	Receives and reviews the voucher. If there is any issue(s), query is raised for correction. If satisfactory, the Internal Audit Department prepares the Clearance Memo, attaches the voucher and forwards it to the Chief Accountant office.	Internal Audit Department
11.2.10	Receives the replenishment voucher attached with the Clearance Memo and instructs the Payable Accountant to prepare check.	Chief Accountant
11.3.11	Prepares the check and forwards it to the Chief Accountant office.	Payable
11.2.12	Receives and reviews check. If there is issue(s), query is raised. If satisfactory, the document is forwarded to the Comptroller office for review.	Chief Accountant

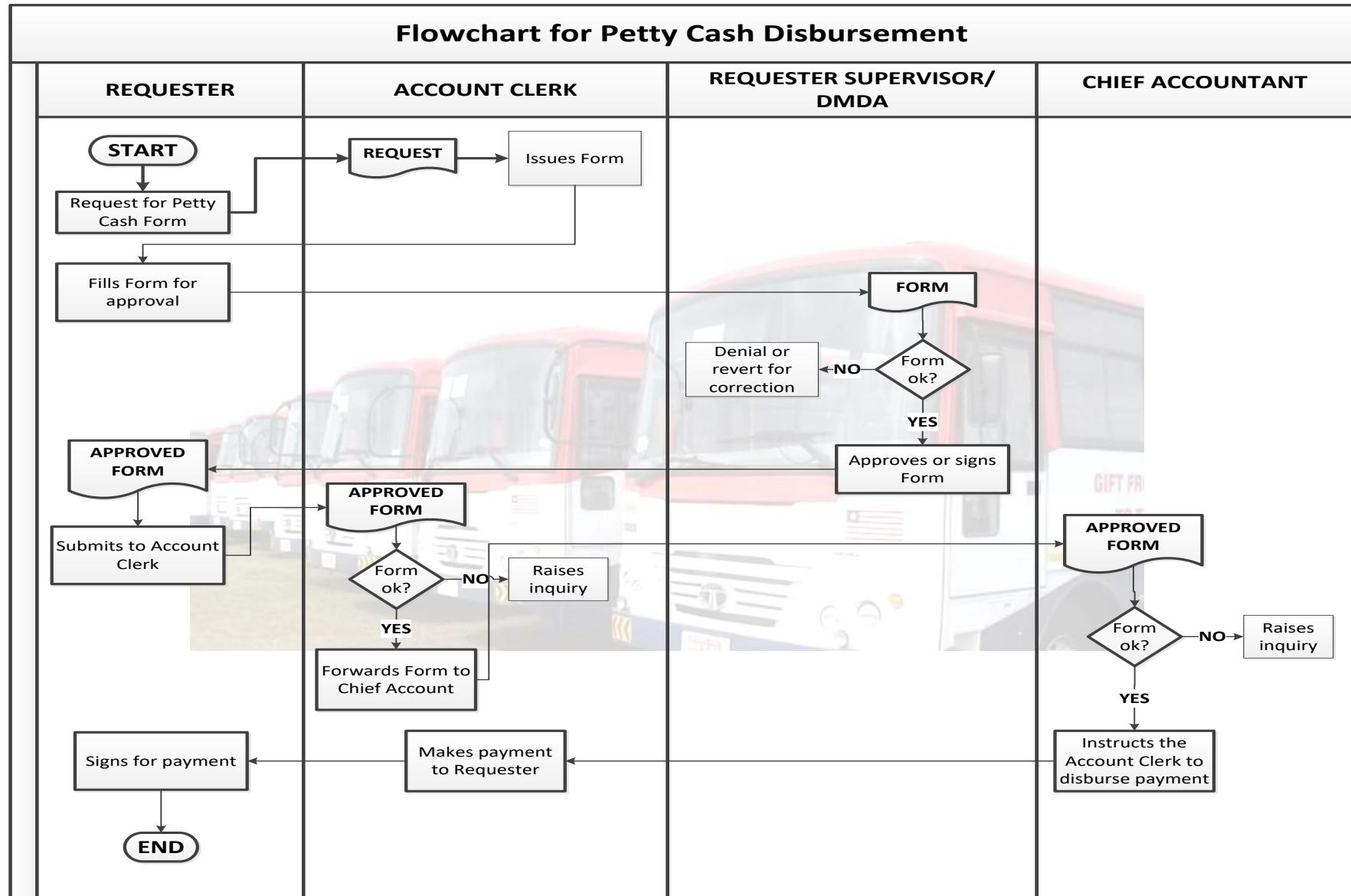
11.2.13	Receives and reviews document, if there is issue(s), query is raised. If not, the document is forwarded to the DMDA for approval.	Comptroller
11.2.14	Receives and reviews the Replenishment Voucher attached with the Check and Clearance Memo. If there is issue(s), query is raised. If satisfactory, the Check is signed and forwarded to the Chief Accountant for petty cash replenishment.	DMDA
11.2.15	Receives the document and instructs the Payable Accountant to disburse payment to the Account Clerk.	Chief Accountant
11.2.16	Receives the payment, signs and logs into the Payable Accountant Ledger and liquidates the check.	Account Clerk

## 12.0 Forms and Records

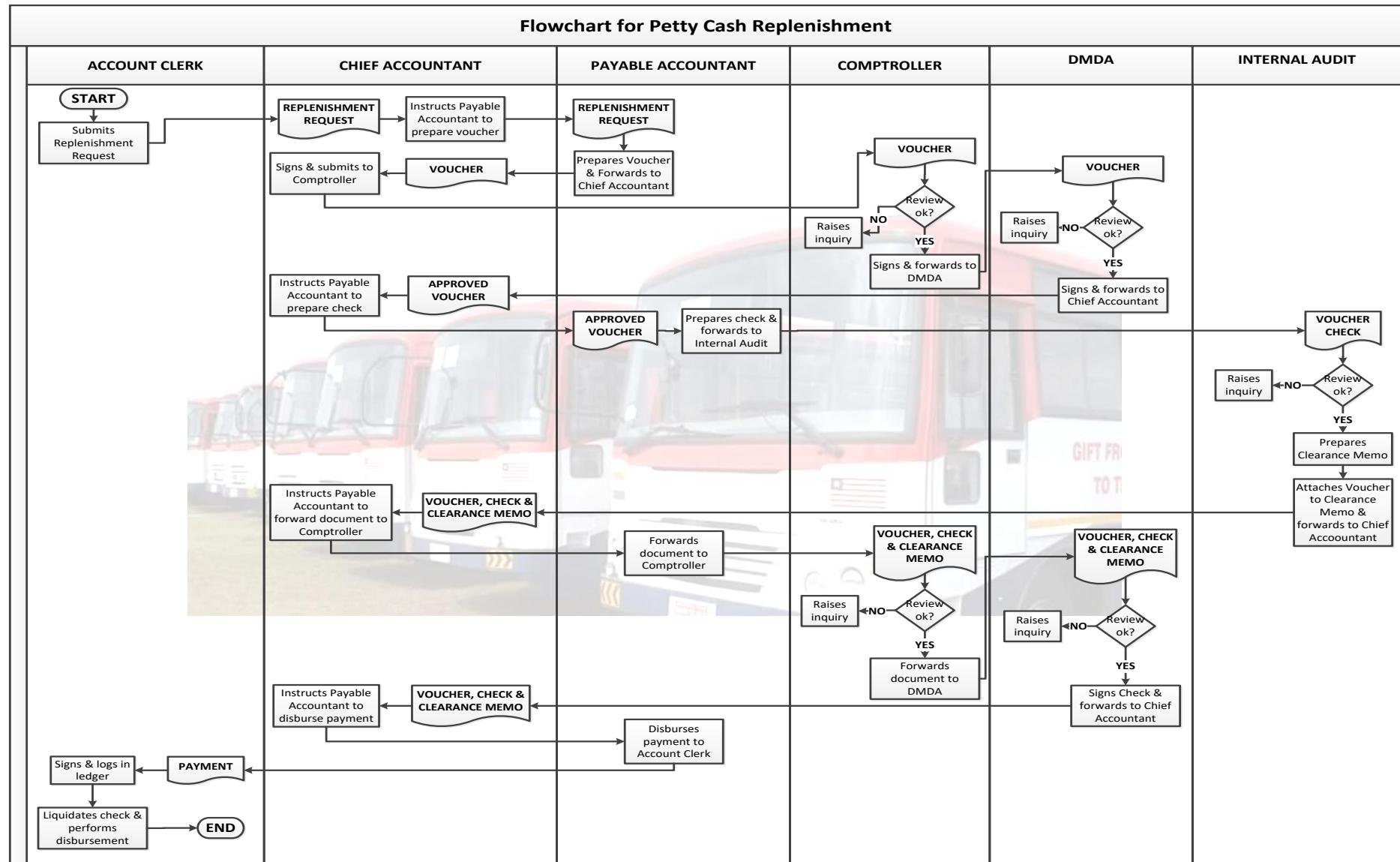
- Check
- Clearance Memo
- Payable Account Ledger
- Petty Cash Requisition Form
- Replenishment Request
- Voucher



## 13.0 flowchart



## 14.0 flowchart



**15.0 Approval**

Comptroller: Francis B Grayte  
Signature: Edmund

Date: 04/25/25

DMDA: T. Melvin Cephas

Signature: Giffy

Date: 04-25-2025

MD: Edmund F. Farh

Signature: Edmund

Date: 04/25/25