OCCASIONAL MONEY HOLDER DESIGNATION

_____ (printed name) is hereby designated an Occasional Money Holder for the purpose of making petty cash purchases as requested by his/her American Supervisor to meet official Mission requirements.

Per 4 FAH-3 H-394.4, the Official Money Handler is an accountable officer, responsible for the safe keeping of the advance. S/he is personally liable for the advance and must either refund all monies advanced or a combination of paid receipts and cash ***within three days of taking the advance***. An advance will not be issued if a prior advance is outstanding.

Generally, individual cash purchases will not exceed $500. However, in emergencies or where absolutely necessary to meet immediate operational requirements, if approved by the Management Officer, Principal Officer or his/her designee, a cash purchase may be made not to exceed $3,000. (4 FAH-3 H-394.2-1 to 2-5) Each receipt must clearly indicate, in English, the item procured. If the receipt is in a foreign language, or is basically illegible, the items must be clearly written thereon, in English, by the purchaser or their American supervisor.

An advance may be taken only if adequate funds are available in the respective accounts to support the proposed expenditure.

Requested by American Supervisor on Date:_____

Printed Name: _____ Signature: _____

Approved by Finance Officer on Date: _____

Printed Name: _____ Signature: _____

Occasional Money Holder signature: _____

Copies to: Cashier, Occasional Money Holder