



## **Announcement of the Joint Graduate School of Energy and Environment on Petty Cash Management Procedure B.E. 2561 (2018)**

Following the Announcement of the King Mongkut's University of Technology on "Petty Cash Management Procedure for Departments B.E. 2555 (2012)", by virtue of the text in Article No. 26 of the Regulation of King Mongkut's University of Technology Thonburi on "Establishment and Operation of the Joint Graduate School of Energy and Environment B.E.2541 (1998)", and in accordance with the Resolution of the Meeting of the Executive Board dated January 16, B.E. 2561 (2017), the Announcement on "Petty Cash Management Procedure B.E. 2561 (2018)" was issued. It is as follows:

**Clause 1:** The Announcement shall be called Announcement of the Joint Graduate School of Energy and Environment on "Petty Cash Management Procedure B.E. 2561 (2018)".

**Clause 2:** The Announcement shall come into force on the following day of the announcement date.

**Clause 3:** The Petty Cash Management Procedure is as follows:

3.1 The petty cash fund is 10,000 Thai Baht.

3.2 The cash limit for each disbursement is 1,000 Thai Baht.

3.3 The financial officer is responsible for cash safekeeping.

3.4 The head of the financial officer is responsible for daily petty cash accounting.

3.5 The director shall assign the authorized person responsible for petty cash disbursement approval.

3.6 The disbursement list covers: postage, travel expenses, bank fees, meeting expenses, telephone expenses, other expenses, medical expenses, and other expenditures approved for procurement and not exceeding 1,000 Thai Baht.

3.7 Disbursement procedure: the receiver has to prepare and submit an expense report as well as purchase orders and receipts along with any approval letter that may be required for purchase/procurement. The request must be approved for payment by the Head of Section, Division Chairperson, Deputy Director and Director.

3.8 The financial officer is responsible for daily petty cash accounting.

3.9 The financial officer should replenish the petty cash when its level is 30% lower than the cash fund.

**Clause 4:** The director of the Joint Graduate School of Energy and Environment shall act in accordance with this Announcement.

Announced on January 16, 2018 (B.E. 2561)

Assoc.Prof.Dr. Suneerat Fukuda  
Director of the Joint Graduate School of Energy and Environment