PURPOSE 目的

This is to uniform the payment request & claim sequences in order to meet with the hotel requirements and accounting purposes.
为了统一付款申请以及后续索取来确保满足酒店要求和会计制度。

POLICY 程序

- When goods received or service been rendered, a payment request will be subject to the following procedures.
当收到货物或者得到服务，支付申请要按照以下流程进行。

- Normally, different kind of payments will be identified as follows according to usual practices.
正常情况下，下列的不同支付方式按照一般惯例被确认为不同物品或服务的支付方式。

PETTY CASH PAYMENT 备用金支付

- Applicable for purchases and disbursements amount maximum not exceed RMB 300.00 (Refer Petty Cash Payment P&P). Usually only for miscellaneous and insignificant spending.
适用于金额小于人民币叁佰元整的采购与支出。通常仅适用于杂项和零星采购。

CASH PAYMENT 现金支付

- Normally for expenditures amount higher than RMB 300.00 but cash settlement is imperative. However, this is not encouraged due to the cash administration policy in China and should be limited to the minimal.
通常用于金额大于人民币叁佰元整但是又必须是现金结算的支付。尽管如此，中国现金管理政策不鼓励这样的方式，并且应该尽量限制在最低水平。

CHEQUE & TRANSFER支票和转账

- While cash is not required, these will be majority practice in the hotel daily operations.
当现金不是必要的支付要求，这将是酒店日常运营主要的支付方式。

- Raise relevant accounting voucher in accordance to payment characteristic thereof to initiate your process. While Petty Cash Voucher will be applicable and Payment (Cheque) Request.
首先依照支付特征发起相关的会计单证。备用金现金凭单和支付（支票）申请。

- The following supportive documents will be imperative to substantiate your request.
下列是支持你处申请的必要文件。

PURCHASE OF SERVICE采购服务

- Department Head to verify all invoices.
部门领导核实所有发货单/发票。

- This will serve as an acknowledgement that the service has been rendered and payment request to be made.
这是确认服务被提供并且支付申请被提出

- Official Sales Receipt (Fa Piao in Chinese).
  正式收据（在中国称之为发票）
- The respective PR which will be attached by the Accounts Payable staff.
  应付账款会计附上相应的采购申请

PURCHASE OF GOODS 采购物品

- Invoices will not be forwarded to the requesting department for approval. The department will be given one week's time to check on the condition of the goods and to inform the Finance Department should there be a need to hold the payment.
  发货单/发票不用发到申请部门审批。会各部门一周的时间来检查货物的条件然后通知财务部可以支付其货款。

- Payment will be made to the supplier if the Finance Department does not receive any feedback.
  如果财务部没有得到任何反馈，不会支付供应商任何付款。

  - Official Sales Receipt (Fa Piao in Chinese).
    正式收据（在中国称之为发票）
  - The Supplier copy of Receiving Record if PR has been raised.
    供应商提供的收货记录的复印件，如果有发起采购申请。

- When the services or goods are delivered, forward to the ReceivingBay for inspection and record. The items will be issued when the deliveries are checked and passed in terms of quality and quantity.
  当服务或者货物送出，需要送往收货处进行检查和记录。送达的货物完成质量和数量的检查合格后进行物品发放。

- No tangible acquisition will be paid unless the receiving procedures are done.
  收货程序完毕后的有形货物才会被支付。
  It is the Receiving personnel's obligation to ensure that nothing will be accepted unless there is PR supported.
  收货员的职责是要确保所有接受的货物都有采购申请的支持。

  - Relevant approval documents if any such as Travel Expenses Forecast etc.
    相关的批准文件需要附上，例如差旅费等
  - The respective PR which will be attached by the Accounts Payable staff.
    应付账款会计附上相应的采购申请

- For advance deposit or payment, step 4 will be skipped but retrospective actions should be taken to file the claim by the handling person. Until the entire process is completed, the person is being liable for it and somehow will be recovered from his/her salary as deduction.
  预付款的支付，可以跳过第四步但是经手人要备注可追溯的备案文件。直到全部的过程结束，经手人对其负有全责，如果有过失则要从其工资抵扣预付款数额。

- The followings are the tips which will guide you in filling up the vouchers.
  下列是指导填写凭证的建议。

PETTY CASH VOUCHER 备用金凭单

- Enter the payee's (the person who will receive it) name in the space provided.
  在空白处填写收款人姓名。

- Put in the exact amount in words and figures, e.g. Three Thousand Three Hundred Five and Forty-Five Fens 3,305.45
  填写正确的大写与数字金额，例如叁仟叁佰伍元肆角伍分，3,305.45

- Three Thousand Three Hundred Five and Forty-Five Fens3,305.45
  叁仟叁佰伍元肆角伍分整，3,305.45

- List the breakdowns and amounts of claim in the space provided in the second half part of the voucher.
  书写清楚金额在备用金凭单的下方空白地方，并注意字与字的间隔。

- The requestor to initial to signify his request.
  申请人要首先发起申请。

- Approach the Department Head's endorsement.
  然后递交到部门领导签字确认。

- Seek the Director of Finance and Controlling's approval.
  之后再递交到财务总监处签字确认。

- Seeking the General Manager's approval.
  获得总经理签字批准。

- Acknowledge receipt of the cash by initialing in the receipt column.
  发起人最后签字确认得到现金。

PAYMENT REQUEST 付款申请

- Put in the payee's or company name, if T/T, write down relevant bank info.
  填写收款人或收款公司的名称，如果是电汇付款，写下相关银行信息。

- Enter the amount in words and figures.
  填写大小写金额。

- Describe the purpose of payment in brief details.
  写出详细的支付目的。

- Indicate the PR No. with respect to the request.
  写出采购申请序号以便查询。

- Approach the Department Head's endorsement.

让部门领导签字。

- Seek the Director of Finance and Controlling& General Manager's approval.
  递交给财务总监以及总经理签字确认。

- Mark on the top right corner to indicate your payment wish, e.g. cash, cheque, T/T.
  在右上角标明支付方式，例如：现金，支票，电汇。

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