

	<b>Unit ID: 111</b>
<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>
<b>Title:</b>	<b>Complete routine financial documents in an office environment</b>
<b>Level: 2</b>	<b>Credits: 4</b>

### Purpose

This unit standard specifies the competencies required to prepare routine financial documents in an office environment. It includes the handling of petty cash reimbursements, completing requisitions and completing receipts. This unit standard is intended for people who work in an office environment.

### Special Notes

1. Entry information  
Prerequisite:
  - Unit 90 - *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of handling petty cash reimbursements, and completing requisitions and receipts.
3. Office equipment may include but is not limited to petty cash vouchers, deposit slips, credit notes, purchase orders, purchase or stock requisitions, receipts, cheques and calculators.
4. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
6. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

### Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and

moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1: Handle petty cash reimbursements**

#### **Performance Criteria**

- 1.1 Petty cash voucher is completed in line with organisational requirements.
- 1.2 Voucher is presented to authorised person for approval.
- 1.3 Reimbursement is presented to respective person.

### **Element 2: Complete requisitions**

#### **Performance Criteria**

- 2.1 Requisitions are completed in line with organisational requirements.
- 2.2 Requisitions are presented to nominated person for authorisation.
- 2.3 Requisitions are presented to nominated person for processing.

### **Element 3: Complete receipts**

#### **Performance Criteria**

- 3.1 Receipts are completed in line with organisational requirements.
- 3.2 Receipts are presented to nominated person for authorisation.
- 3.3 Receipts are forwarded to payer.

## **Registration Data**

<b>Subfield:</b>	Business services
<b>Date first registered:</b>	28 September 2006
<b>Date this version registered:</b>	28 September 2006
<b>Anticipated review:</b>	2011
<b>Body responsible for review:</b>	Namibia Training Authority