

## **ABSTRACT**

Yabes Condi (2017011030)

### **IMPLEMENTATION OF STANDARD OPERATIONAL PETTY CASH PROCEDURES IN ABC HOSPITAL IN SOUTH TANGERANG**

*Hospital is an institution engaged in the health sector as a provider of public health services. This case study was conducted at a hospital in the South Tangerang area where problems often occur, especially in operational activities that use petty cash funds. There are several methods that are not in accordance with Standard Operating Procedures (SOP) and there are receipts and expenses that are not recorded in the cash book. This case study aims to provide a design related to Petty Cash Standard Operating Procedures so that the hospital can improve their service performance, improve the quality of reports and have instructions on implementing work in carrying out company operational activities, especially in petty cash. The author provides a solution to improve Standard Operating Procedures in supporting the company's operational activities so it can be applied more effectively and minimize errors in managing petty cash.*

*Keywords: Petty Cash Book, Petty Cash, Standard Operating Procedures*

