Project Cash on Hand for DIM Projects (PCH)

1. A DIM (Direct Implementation) project office that meets certain criteria below and has monthly project disbursement requirement between $1,001 – $25,000, (or $2,501 – $25,000 for Fast Track), may elect PCH arrangement subject to Treasurer’s approval.

2. The determination of the appropriate level for a PCH is based on the Annual Work Plan; project expense forecast; staff capacity; number of FT staff working in the project office; internal control; and security risks.

3. The PCH follows the same procedures as PPCF except the following differences:
   - The Head of Office must recommend the PCH arrangement for DIM project remote office/site with a specific PCH level and the Treasurer must approve the PCH arrangement.
   - The Head of Office must appoint a staff holding Fixed Term Contract (FT) as the PCH Custodian.
   - PCH does NOT exempt the CO or the project office from following all applicable procurement rules and processes. This means that even if cash is used to pay for goods and services, the selection of the vendor must be subject to all applicable procurement rules and processes.
   - The Project Manager (PM holding FT) in the remote project site, acting as the First Authority, can request the replenishment for PCH, subject to certain internal control conditions being met (see Internal Control for PCH).

4. For DIM project office with monthly liquidity requirement > $25,000, the CO must use the banking system or other alternatives instead of keeping large amount of cash in the project office. This requires consultation with Treasury to open project bank accounts, or arrange the local service provider or cash courier to meet the cash needs.