

## RAUMA CATA OY

### SHIP'S CASH PROCEDURES:

Ship's cash is only for tug's provisions and minor accessories.

Office must be informed about bigger expenses or purchases. The decision will be made in the office. Either the items will be ordered through office or Master buys the items with ship's cash.

Only the Master of the vessel is responsible of the ship's cash and purchases.

Always make ship's cash requests in good time. Send email to Seija. It takes few days for transfer the money between accounts.

### **DO NOT PAY FROM SHIP'S CASH:**

- Personal hygiene products (tooth paste, shampoo, deodorants etc.)
- Travelling expenses, except if it has been agreed that Master will buy tickets for whole crew.
- Sweets, lemonades, energy drinks, alcohol or tobacco etc. products.
- Salary advance, except if it has been agreed with the office.

Each Master must always fill the ship's cash report end of the working period. Kindly use the report forms which have been send to the vessel.

Separate the provision (food items) on own line and other costs (washing powder, toilet paper etc.) on own line.

Calculate the provision expenses together, divide the total sum with number of crew and number of days.

Always send the ship's cash report with scanned receipts to the office email: [raumacata@raumacata.fi](mailto:raumacata@raumacata.fi)  
Original receipts don't need to send office.

Transfer the balance of ship's cash to the next Master. Kindly mark into the ship's cash report to whom you have transferred the balance (name of next Master).

If the Master likes to keep the balance of ship's cash, immediately inform Seija by email, and the balance will be reduced from the salary. Masters can not have the balance during their compensation leave.