

EXPENSES POLICIES & PROCEDURES

CASH ADVANCE

Student clubs and organizations may submit a Cash Advance disbursement request up to \$200 to an individual for an event. Cash Advances follow the same process as a Disbursement Request. *(Please note if the advance involves travel, refer to page 60)*

Cash Advance D.R. Turned In:

Thursday by 5:00pm

Available for Pick Up:

Following Thursday after 2:00pm

Requesting a Cash Advance

Submit a disbursement request to Financial Services requesting a Cash Advance.

A completed Cash Advance disbursement request includes *(Refer to page 32 for example of DR)*:

1. Your account name (club/organization name) and the account number.
 - a. If you do not know your account number, Financial Services can assist you.
2. Cash Advances will now be mailed so please allow an additional 5-7 business days to receive the check in the mail.
3. A detailed description of the purpose of the cash advance. Include how much funds are needed, the date of the event, and the items the cash advance check will be used for. Include supporting documents (i.e. quotes, product description and price from vendor's website, etc.)
4. The approval of one authorized signer and the approval of your advisor.

Returning a Cash Advance

An activity report envelope is given along with the Cash Advance check when mailed out.

A completed activity report envelope contains:

1. Original, detailed receipts of all expenditures. Items purchased with cash advance must be listed on the receipts. Receipts must be visible in PDF or JPEG format
2. Accounting for all expenditures written on the envelope.
3. Any cash advance excess (must be deposited into club account through cash/check).
4. Total receipts and any cash excess must equal original amount of cash advance.

Activity report envelopes must be properly submitted with all supporting documentation within 10 days after the conclusion of the event.

Cash Advance Guidelines

- A. Cash Advances are for purchasing small items for an event. Multiple cash advances can be combined to pay for a large item. A separate disbursement request is used to request payment for large items.
- B. Cash Advance disbursement requests, up to \$200, may be submitted for an individual.
- C. Only one Cash Advance check can be outstanding at a time per individual.

- D. Original detailed receipts and accounting for all expenditures must be submitted along with any excess cash from the advance.
- E. Activity report envelopes must be properly submitted with all supporting documentation no later than 10 days after the event. If not submitted within the 10 days, the club/organization’s account is on hold for cash and travel advances and will not be released until the activity report envelope is properly returned to Financial Services.
- F. No unauthorized purchases may be included in accounting of cash advance (personal items, side trips, etc.)
- G. The person in charge must complete and sign the activity report when returned to certify validity.
- H. Repeated offenses may ban the organization from advances for the remainder of the year.

Account Code 170001-8000	TA Number N/A
ASSOCIATED STUDENTS, INC. CALIFORNIA STATE POLYTECHNIC UNIVERSITY POMONA, CALIFORNIA ACTIVITY REPORT	
Date Issued 04/06/2018	Due By 04/20/2018
Activity Cash Advance	Place Amazon supplies
Person in Charge Hannah Garcia	Advance Number 7291
Travel	\$ \$200
Hotel	\$
Meals	\$
Taxi Fare	\$
Miscellaneous (include itemized list)	\$
Total Expense	\$ \$170.00
Amount Returned – Receipt No.	\$ \$30.00
Remarks	
Signed <i>Hannah Garcia</i>	
(NOTE: TAPE ALL RECEIPTS ONTO BLANK PAPER) PLEASE READ IMPORTANT INSTRUCTIONS ON BACK	