

CASH ADVANCE PROCEDURES

The use of a cash advance is reserved for extraordinary circumstances and must be approved by the treasurer prior to application (submission of requisition).

1. After receiving verbal approval from the treasurer, employee completes and submits a purchase requisition for the cash advance. The employee making the request can only use the advanced cash for the purpose for which it was approved by the treasurer and superintendent on the requisition.
2. Treasurer's department will process the cash advance and provide a check to the requesting employee. The treasurer's department will also provide a cash advance settlement sheet to the employee.
3. Any remaining cash from the advance is to be deposited with the building secretary/cashier and a receipt obtained.
4. The employee will complete the cash advance settlement sheet, attach receipts for the use of the cash advanced and submit the form to the treasurer's department. The completed cash advance settlement sheet must be submitted to the treasurer's department the next business day following the event for which the advance was requested.
5. The treasurer's department will review the submitted settlement sheet for accuracy and initial and date, designating approval.