

CENTRAL SERVICES PROCEDURE—ACCOUNTS PAYABLE

CASH ADVANCE

Purpose: The purpose of a cash advance is to provide a method for purchasing supplies, student trip expenses, or other miscellaneous expenses when standard purchasing procedures will not work. Cash Advances for supplies (e.g., theatre productions, culinary arts food) cannot exceed \$500.00. Cash advances for student trips may be for any dollar amount as long as documentation supports the amount. A list of students participating in activity must be submitted to Accounts Payable or Lori Williams before a Cash Advance is released.

Process:

- After locating the Direct Payment Request form at www.yosemite.edu, Fiscal Services, Areas of Responsibility, Accounts Payable, save a copy to your C drive. Since the form is in Excel, you are able to fill it in on-line.
 - Type “Cash Advance”, describe activity, include date(s) under Purpose of Payment.
 - Type name of employee to receive cash advance in Payee area, include campus and department.
 - Provide vendor/Colleague ID number
 - **Attach list of students if advance is for a student trip.**
 - Enter appropriate account number(s) and dollar amount(s). The total will fill in automatically.
 - Provide completed by with phone extension.
 - Print a copy of the Direct Payment Request and obtain necessary approvals.
 - Retain copies of the Direct Payment Request and backup for your records.
 - Submit original Direct Payment Request to **College Admin Services (MJC), Institutional Operations (CC), or Accounts Payable (District).**
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Clearing Cash Advances:

- Receipts and any unused cash must be returned to Accounting (Lori Williams) after the activity in order to clear a Cash Advance.
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Approvals:

Same as requisition processing.

Reviewed: 02/2016

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Questions: Accounts Payable (X6520)