

REED COLLEGE

Cash Advance Request Form

Business Office Use Only

Processed By: _____ Date: _____

Cash Advance Receipts Due Back to Business Office: _____

Doc. #: _____ Business Office Approval: _____

General Policies

- ~ Cash Advances may not be used to fund personal expenses of any nature.
- ~ Cash Advances must be based on a reasonable estimate of the anticipated expenses.
- ~ Cash Advances must be submitted to the Business Office no later than 1 business day prior to needing the advance. This allows for ample time to review and approve the advance.
- ~ Once the Cash Advance has been approved by the Business Office, an e-mail will go out to the person responsible for the advance letting them know the advance is ready for pick up at the Cashier's Window during regular business hours, or that a direct deposit has been made.
- ~ Receipts and unused cash must be submitted within seven days from the time the Cash Advance was picked up, unless prior approval has been made by the Business Office.
- ~ Receipts must be submitted.
- ~ If the total cash advanced exceeds expenses, the unused cash must be returned.
- ~ If the Cash Advance is being used to provide small amounts of cash to individuals (e.g. Thesis Participation Incentives) signatures of the individuals receiving the cash along with the amount received should be obtained at the time the cash is distributed. The list of signatures and amounts should be returned in lieu of receipts.
- ~ The Business Office allows an individual to only have one cash advance out at a time. You must reconcile your first advance before requesting a second advance.

Name of Cash Advance Payee

Reed ID#

Amount Requested

Date Requested

Department Name

Account Number - ORGN/ACCT

IRIS Description

Advance Purpose

Receipt is hereby acknowledged of an advance from Reed College funds as follows:

- A) By requesting this cash advance I certify that the funds will be used for legitimate business expenses of Reed College.
- B) It is my responsibility to safe keep this advance, and I assume responsibility for any loss incurred.
- C) I agree to provide receipts for this advance within seven days, unless prior approval has been granted by the Business Office.
- D) In the event that I do not return the advance and/or properly account for the use of the funds within 30 days, Reed College will hold me personally responsible. For students the amount of the cash advance will be added to my Business Office account. For Faculty and Staff the amount of the cash advance will be reported as taxable wages on the employee's W-2.

Cash Check ACH/Direct Deposit

Signature of Cash Advance Payee at time of Request

Date

Signature of Departmental Approval

Date

Printed Name of Departmental Approval

Signature of Cash Advance Payee at time of Pick Up

Date