

3341-6-11 Cash Advance.

Applicability	All University units
Responsible Office	Division of Finance and Administration
Responsible Administrator	Controller

(A) Policy Statement and Purpose

In rare circumstances, it may be necessary to request cash advances.

(B) Policy**(1) Requests for cash advances will be considered for:**

- (a) Cash payments to confidential human subjects;
- (b) For extended student educational trips abroad in countries where credit cards are not readily accepted;
- (c) Other unusual or unique circumstances where cash is the only available payment option.

All cash advances must be approved by the Vice President for Finance and Administration or in her/his absence, the President.

Procedures and forms may be found on the web site of the **Office of the Controller.**

Registered Date: March 17, 2015