Cash Advance.

Applicability | All University units
---|---
Responsible Unit | The Vice President for Finance and Administration
Policy Administrator | The Office of the 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 founds on the web site of the Office of the Controller:


Registered Date: March 17, 2015