

**3341-6-11 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 found on the web site of the Office of the Controller:

<http://www.bgsu.edu/finance-and-administration/controller.html>.

Registered Date: March 17, 2015