

REQUIRED DOCUMENTATION AND APPROVAL FOR CASH DISBURSEMENTS

<u>Disbursements to:</u>	<u>Documentation**</u>	<u>Approval***</u>
<u>Students</u>		
Refund - Student Account	Student ID	Student signature
SELF Loan	Prenumbered SELF Voucher/Student ID	Student Financial Aid Office, Student
<u>Faculty and Staff</u>		
Department Operating Expense (Supplies, Postage, Petty Cash Reimbursements)	Cash Register Receipts/ Cash Reimbursement Form/ Miscellaneous Cash Withdrawal Form	Person Responsible for Budget or Designee
Travel Advance	Travel Advance Form	Employee, Department Head
<u>Other</u>		
Dorm Activity Funds	Memo From Student Life Office Student ID	Collegium Member or Student Life Office
Petty Cash	Original receipts, departmental account number, and Cash Withdrawal Form	Person Responsible for Budget, Head of Department
Club Deposits	Deposit Form including detailed check tape and/or Club Cash Deposit Form, Miscellaneous Deposit/Withdrawal Form	Club Sponsor and Student Officer Only Students Approved (List Maintained by Student Accounts Dept) By Club Sponsor
Club Withdrawals	Withdrawal Form and Student ID	Club Sponsor and Student Officer Only Students Approved (List Maintained by Student Accounts Dept) By Club Sponsor

Any deviation from above or any disbursement request not listed must be approved by Controller before cash is disbursed.

** All Cash Register Receipts, Forms, Invoices, Documents must be original. Requests for cash to pay for supplies, etc. before they are purchased is to be handled as an advance to employee and cleared when receipts are submitted on Travel Expense Report.

** Club Deposits must include a calculator tape with each check amount and total. Cash deposits must be submitted with a cash form that lists each monetary amount and total. A calculator is available in Lincoln Hall, 1st floor conference room. Cash forms can be obtained from the Business and Finance bulletin board.

***All cash disbursement requests by Business and Finance Employees are to be approved by their supervisor or Controller.

Note - Cash withdrawals limited to \$500 except for Student Deposit Accounts and Club Accounts in which the cash withdrawal is limited to the account balance. Otherwise, check requests are to be used for amounts over \$500.

The Student Service Center reserves the right to exchange large amounts of change for paper currency due to the lack of equipment and storage to handle large amounts of coin currency.

Revised 5/28/14