

**POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 3.2.6**

**Reviewed: August 14, 2017**

**SUBJECT: CASH ADVANCES**

As the audit trail for cash advances is more extensive than that for reimbursements and the university cash flow is impacted prior to purchase, university personnel are requested to utilize cash advances only in those instances where such advances are necessary or where credit cards are not acceptable methods of payment.

To request a cash advance for the purchase of an item for use on campus, a Requisition Form should be used. The Travel Request Form should be used if the cash advance is used in conjunction with an approved trip. At the conclusion of a trip, a copy of the Requisition and Travel Request Form with the receipts and excess cash must be submitted by the requestor.

Cash should be submitted to the cashier with instructions to credit the account originally charged with the Requisition and