

## **Cash Advances**

Cash Advances are used for petty cash (change funds) and incidental expenses. Advances may not be used to purchase gifts, payment of services, prizes, awards, gift certificates, reimbursements, lodging, memberships, or dues. No alcoholic beverages may be purchased using organization funds. This is a University Policy. Forms are electronically accessible on the SOFC web site (<http://sofc.tamu.edu>). Paper forms are also available in the SOFC lobby.

### **Reconciling the Cash Advance**

Original receipts showing how the funds were used must be turned in to the SOFC within five (5) working days. The total of the receipts (and total cash returned, if applicable) must equal to or exceed the Cash Advance received.

There may be circumstances that require an extended time period to reconcile the advance. A SOFC staff member may give permission for a time extension and a reasonable alternate date will be set at the time of the request. The organization's account will be restricted if the Cash Advance is not reconciled within the agreed time.

Unused cash must be re-deposited into the account. This cash is deposited separately from any other money collected by the organization. A separate deposit slip is required.

If the Advance is not reconciled within 5 days, the organization's account will be frozen and the organization will be put on restricted status with the Department of Student Activities. When the Advance is not reconciled after 90 days, the cash will be considered as income to the individual that has signed for it. The individual will be responsible for any income taxes related to the transaction and it will be reported to the IRS on either Form 1099 or W-2.

### **Procedures for Cash Advance Forms**

*The account number, sub account number, and date, in addition to the shaded areas of the form, are required fields.*

- The "Federal ID" field is predetermined.
- The "Pay To" field is predetermined.
- Purpose of Cash Advance – Example: Petty Cash; Fuel, Food for travel; postage, etc.
- Description of Goods – Code expenses as appropriate to object codes.
- Name of person picking up cash – picture ID will be required at time of pick up. This person is responsible for reconciling the cash advance within five (5) business days. While anyone may bring the reconciling documents to the SOFC, the contact person and responsible party will be the individual that signs for the cash. Cash will not be given to anyone except the person listed on the Cash Advance request.
- Signatures

An authorized Student Leader on the organization's signature card. When a Student Leader is not available, an authorized staff member of Student Activities (125 Koldus) may substitute.

The primary or secondary Advisor listed on the organization's signature card. When the primary or secondary advisor is unavailable, an authorized staff member of Student Activities (125 Koldus) may substitute.

When the Request is \$2,500.00 or more, a third signature is needed. This signature is acquired from an authorized staff member of Student Activities. Submit the form to the SOFC and they will obtain the signature for you.

- The cash is available for pick up after 10:30 the following business day if the request is submitted prior to 3:30 p.m.