

CENTRAL SERVICES PROCEDURE—ACCOUNTS PAYABLE

CASH ADVANCE

Purpose: The purpose of a cash advance is to provide a method for purchasing supplies, student trip expenses, or other miscellaneous expenses when standard purchasing procedures will not work. Cash Advances for supplies (e.g., theatre productions, culinary arts food) cannot exceed \$500.00. Cash advances for student trips may be for any dollar amount as long as documentation supports the amount. A list of students participating in activity must be submitted to Accounts Payable before a Cash Advance is released.

Process:

- First locate the Direct Payment Request form in Etrieve at <https://etcentral.yosemite.edu/#Forms> > Accounts Payable > Direct Payment Request (DPR)
 - Select “Cash Advance”, describe activity, include date(s) under Purpose of Payment.
 - Type name of employee to receive cash advance in Payable to field, include campus and department.
 - Provide vendor/Colleague ID number
 - **Attach list of students if advance is for a student trip.**
 - Enter appropriate account number(s) and dollar amount(s). The total will fill in automatically.
 - Provide completed by with phone extension.
-

Clearing Cash Advances:

- Cash advances are to be picked up from Accounts Payable at the District Office
 - Receipts and any unused cash must be returned to Accounts Payable after the activity in order to clear a Cash Advance.
 - This should be done within one week of the activity
-

Approvals:

Same as requisition processing.

Reviewed: 02/2016

Updated: 02/2025

Questions: Accounts Payable (X6520)