Title: CASH ADVANCE – NON-TRAVEL

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Purpose: To describe the procedure for receiving and documenting cash advances for providing research incentives.

1) Draft a memo from the Unit Head and PI or person responsible for project, through the HEHD Business Office, to Gail Gilbert in Cash & Treasury Services requesting the advance at least 24 hours before needing the check. Specify the following:
   a. amount requested
   b. purpose of the advance including how you plan to distribute it
   c. full chart string the advance will be charged to
   d. how to make out the check (i.e. payable to employee for cashing or to retail store for gift cards)
   e. contact information for the person responsible for the funds
   f. contact information for the person who will pick up the check

2) Scan and e-mail the approved memo to CashTreasury-L@clemson.edu. When the check is ready, they will notify the contact via e-mail for pick-up at the Administrative Services Building (ASB). They will make the advance payable per your instructions in the memo and will give you a receipt for the advance.

3) Return the receipt and a copy of the approved memo to the departmental accountant.

4) Document the distribution of the advance with a store receipt (if purchasing gift cards). If providing incentives to participants, maintain a list of participants with individual identifiers (assigned case #s, etc.) and how much each individual received. (Make sure each individual receiving an incentive initials indicates how much was received – either in a column marked for the amount or by writing the amount beside their initials.)

5) Return receipts for expenditures and/or distribution list of participants to your accountant. If no receipt is available and the funds were not distributed to participants with a list, a memo of justification is required to explain how the funds were spent and should be submitted as backup documentation for actual expenditures. (Receipt copies and/or distribution lists are expected for documentation.)

6) Any unexpended/undistributed cash should be returned to Cash & Treasury Services for deposit. This should be documented via a return receipt and included in the accounting files. Undistributed gift cards must also be documented if to be used for future programs.

7) The accountant will enter a voucher payable to CU vendor # 4118 (Cash & Treasury Services) using the chart string in the memo for the full amount of advance or the amount less cash returned to CTS. If gift card incentives were not fully distributed, it may be necessary to split the voucher between the original account and another one if the incentives will be used on a different grant project in the future. Documentation of expenditures and deposits of excess funding should be kept with the voucher.

8) Bottom line, a full accounting of cash/check received must be provided and be able to be tracked for the entire cash advance.