**Modesto Junior College** **Associated Students**

**Cash Advances**

**Prepared by: MJC Business Services**

**Revised on 08/06/14 File Name: Accounting Manual-Final.docx**

**Cash Advance Procedures**

**Purpose**

The purpose of a cash advance is to provide a method for purchasing supplies or other miscellaneous expenses, not including travel, for ASMJC activities.

**Procedures**

1. ***Cash Advances cannot exceed $500.***
2. Cash Advance Payment Form cannot be used for any form of travel.
3. Cash Advance Payment Forms are due to Business Services on Tuesdays by noon.
4. Cash advances will only be issued to ASMJC staff/advisors.
5. Cash Advance Payment Forms without sufficient supporting documents will be returned to ASMJC after 2:00p.m on Wednesdays. The following documentation must be attached to Cash Advance Payment Form **(Page 24)**:
   * + A copy of the ASMJC Student Senate/Club minutes (*attach budget breakdown, must also provide the name of the person who will be receiving the cash advance*)
     + An Event Itinerary, Event Program/Event Flyer (*if applicable*).
6. Checks, unless otherwise indicated, can be picked up on Thursdays after 3:00p.m.
7. Checks will only be released to the person who is receiving the cash advance.
8. Prior to picking up a cash advance, the payee should sign a “***Cash Advance Payment Form.***”
9. For accounting and auditing purposes, ***the payee of the cash advance is personally responsible to return all original detailed receipts and any unused cash to the Business Services Office within two business days after the conclusion of each event.***
10. Failure to clear a cash advance in a timely manner may cause suspension from future Student Government/club activities.
11. It is prohibited to have more than one outstanding cash advance at any given time.

**Directions to Complete the Cash Advance Payment Form**

1. **Payee:** Enter the name of ASMJC advisor/Staff (*this is the person who will sign the Form and pick up the check*)
2. **Payee’s Work Number:** Provide the work telephone number.
3. **Payee’s Cell Number:** Provide the cell phone number (*will be contacted in a case of emergency).*
4. **Event:** Provide the name of the event.
5. **Event Date:** Provide the date that event will be held.
6. **Pick up Date:** Enter the date the check will be picked up.
7. **Date to be returned by:** The date that the payee is required to return the cash advance to the Business Office (*should not exceed two business days after the conclusion of the event*).
8. **Cash Advance Amount:** Enter the dollar amount requested (*a justification of the requested amount should be included in the minutes*).
9. **Account Number:** Enter the account number that you will be using for this transaction (*make sure the account has sufficient funds to complete the request*).
10. **Signatures**: The Cash Advance Payment Form should be signed by the following individuals:
11. Club Advisor (*if applicable*)
12. ASMJC President/Designee
13. ASMJC Advisor ( *a designated certificated employee*)
14. Vice President of Student Services
15. **Payee’s Signature:** Payee must sign the Cash Advance Payment Form before the check is released.
16. **Date:** Enter the date the Form was signed.

