

WCSCC

CASH ADVANCE PROCEDURES

The Cash Advance is intended as an easy procedure to be used only by student activity accounts for those occasions when money for student meals while on trips and/or advance payment of registrations and rooms are required.

1. Cash advances will be permitted for student rooms only if you are unable to obtain a detailed quote to have a check processed for the trip.
2. Chaperone and bus driver's expenses may be paid if approved and recorded in student activity minutes.
3. Sales tax charges are not permissible unless for student meals at a restaurant.
4. Up to 18% tip can be included for student meals during an off-site trip. If a required tip is greater than 18% (*ie. large group size*), it must be approved by the Superintendent.
5. Staff Expenses are NOT permissible from an SAA and must follow staff reimbursement policies and procedures.
6. Follow the requisition process with the appropriate Administrative Assistant.
 - a. The vendor must be the advisor.
 - b. Must indicate the date when check is needed.
 - c. Must allow time for processing (*at least two weeks prior to the date the check is needed*).
7. Treasurer's Office will notify you when check is ready to be picked up.
 - a. You will need to sign for the cash advance.
 - b. You will get a copy of the approved purchase order, any tax-exempt forms you may need, and a copy of the Cash Advance Record.
8. Must settle the cash advance within 5 days of your return from event.
 - a. Must have itemized receipts.
 - b. Cash Advance Record form must be signed by CTSO Manager before submitting to Treasurer's Office.
 - c. Return any money not spent (*Treasurer's Office will send you a copy of the posted receipt*)

*** Food delivery charge can be paid if approved by the Superintendent (*e.g. large group, late night, no transportation*).**

**** Any exceptions to the above must be approved by the Superintendent and Treasurer.**

Revised 11-20-19