

# Department Administrative Policy and Procedure

Subject: **Use of Cash Advance and Cash Vouchers**

Effective Date: **July 12, 2023**

Revised Date: **September 8, 2023**

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## **I. Purpose:**

To establish procedures related to the appropriate use of Cash Advances and Cash Vouchers through Procurement and Payment Services (PPS) and the University Cashiers' Office.

## **II. Background:**

University departments are required to use the established Cash Advance process through Procurement & Payment Services. Instructions on Requesting, Reconciling, Withdrawing, and Returning Unused funds from a Cash Advance can be found in the UWIT Service Center Knowledge Base

In limited cases, a Cash Voucher may be requested from the Cashiers' Office, as an alternative to the Cash Advance process. The use of a Cash Voucher does not replace the Cash Advance process and is only allowable after vetting through the Cash Advance process.

All cash vouchers must be signed by the claimant and approved and signed by the cost center approver. If the cost center approver is also the claimant on the voucher, the dean/vice president of that division must sign as the approver.

The Cash Voucher process cannot be used for prizes or awards.

### III. Policy:

#### Acceptable Uses for Cash Advance:

A Cash Advance is available to employees under limited allowable circumstances which can be found in the University Travel Policy.

Additionally, the cash advance process may be used for NCAA student-athlete hosting for recruit entertainment purposes only. This will remain an allowable usage of a cash advance so long as permissible under NCAA guidelines.

#### Acceptable Uses for Cash Voucher:

1. A Cash Voucher will be used in the event of the Cashiers' Office having to purchase back an insufficient funds check from the bank. The Cashiers are required to make the bank deposit whole by writing a check out of their working fund, and then being replenished by the department submitting a cash voucher to the Cashiers Office. The Cashiers will verify the cost center approver has signed the voucher before processing and validate the chart string being used.
2. The Student Financial Services Office has provided numerous ways of refunding students a credit balance, including direct deposit, checks, or credit cards. However, in the event that a student cannot get refunded through these processes, the Cashiers will accept a Cash Voucher to provide a cash refund, of up to \$2,000. The student will sign as the claimant, and the Student Financial Services Supervisor will sign as the approver. In the event the required refund is more than \$2,000 the Student Financial Services Cost Center Approver, must approve and sign the voucher.
3. Working Funds issued by the Cashier's Office and outlined in the Receipt and Handling of University Funds DAPP Appendix B.
4. The Vice President of Budget & Finance, Associate Vice President of Budget and Institutional Planning, or Associate Vice President of Finance has the ability to approve other uses of the cash voucher process.

**Responsible Division/Unit: Financial Affairs**

**Source: None**

**Links: [University Travel Policy](#), [UW IT Service Center Knowledge Base](#)**

**Associated Regulations, Policies, and Forms: University Travel Policy**