



From the Office of the Vice President of Business Affairs

Effective July 1, 2010

CASH ADVANCE POLICIES

Regular Cash Advance

All cash advance requests must be submitted using the Requisition Form available on the College website.

http://www.adrian.edu/business_office/forms.php

This form should be completed in triplicate with two copies clearly marked "COPY". The original is to be submitted to the Business Office, one copy is to be kept by the department, and the third copy is to be kept by the person receiving the advance. The third copy will be submitted with the Travel and Expense Report after the travel, event, or purchase is completed.

All requests for cash advances must be approved by the Department Supervisor/Chair. If the request will exceed \$200, the Cash Advance requisition form must also be approved by the Department's Vice President.

Under no circumstances may an employee have more than two cash advances outstanding at one time. Cash advances must be reconciled with a Travel and Expense Report, also located on the College website, **within 5 business days** of returning to campus from the travel, event, or purchase.

Students are not permitted to receive cash advances.

Workplace Card

The College is now offering the option of receiving a prepaid credit card in lieu of a cash advance. If you will be traveling on College related business you may request a Workplace Card. This request must be submitted by using the Requisition Form. This can be used for hotel stay, airfare, meals, etc. and will only be issued for requests in excess of \$500.00. **Please note:** Careful planning is essential as it can take in excess of **10 business days** to receive a card with your name imprinted on it.



All requests for Workplace Cards must be approved by the Department Vice President.

Under no circumstances may any employee have more than two Workplace Card advances outstanding at one time. Itemized receipts for all purchases made with the Workplace Card must be returned with the Workplace Card upon your return to campus. Workplace Card advances must be reconciled with a Travel and Expense Report within 5 business days of returning to campus from the travel, event, or purchase.

The Workplace Card, itemized receipts, and Travel and Expense Report must be returned to the Business Office after each trip, event, or purchase.

The College reserves the right to withdraw funds from the Workplace Card should we suspect inappropriate use of School funds. The Business Office has the ability to track the activity on the Workplace Cards on a real-time basis through a Comerica Bank log-in service. Should additional funds need to be added to the Workplace Card during your travel the Business Office must receive authorization from the Department Vice President.

Students are not permitted to receive Workplace Cards.

CHECK REQUEST POLICIES

Reimbursement for Purchases

The Requisition Form is to be completed by employees who have been pre-authorized to make small purchases on behalf of the College. The form is located on the College website at http://www.adrian.edu/business_office/forms.php. Please keep in mind that the School is a tax-exempt organization. If you are requesting reimbursement for a purchase that included sales tax the amount of sales tax paid will not be included in the amount reimbursed. Please utilize tax-exemption certificates, which can be provided by the Business Office in advance of your purchase, or the School's Purchasing Department when considering making business-related purchases on behalf of the School.

Small purchases are defined as non-food items and non-travel related items. These types of purchases may not exceed \$100.00. All purchases over \$100.00 must be directed through the new Web Purchasing system. Requisition Forms submitted that include non-food, non-travel related items over \$100.00 will be denied and returned to the person submitting the check request.



Check requests under \$20.00 MAY be processed by a cash payout from petty cash in the Business Office. Such petty cash payouts are subject to the amount of petty cash available at the time of the request.

Direct Vendor Payment

A Requisition Form is to be used for any situation where an invoice will not be issued (such as an honorarium).

A completed, signed W-9 form must be submitted for all desired vendors. The W-9 form is located on the College website or can be obtained at www.irs.gov and search "Form W-9." **Please note that obtaining the W-9 is an IRS requirement.**

REMINDERS

Please DO NOT contact a vendor to order materials or services without completing a Purchase Requisition and/or contacting the Purchasing Department first.

Please do not include social security numbers on the Requisition Form for payment to individuals. This number must be obtained from the W-9 form. An individual's Information from the W-9 will be stored securely in the Blackbaud system.

The Requisition Form is the form to use to reimburse NON-employees for PRE-APPROVED expenses incurred on behalf of the College (an example would be expenses for position candidates, honorariums, etc...). This form should also be used for subscriptions (new or renewal) and memberships (new or renewal) for employees.

The Business Office requires only one copy of the Requisition Form. If you have remittance information that needs to accompany the check please provide an additional copy of such documentation. Indicate any special handling instructions in the special handling area of the Requisition Form.

Likewise, if a copy of any membership forms or subscription forms needs to accompany the check please provide a second copy for our records.

This form should be submitted to the appropriate Department Supervisor/Chair and, if over \$200, the Dept. Vice President for approval, and then to the Business Office for processing.



Timing of Requested Payments

You must **allow at least 5 business days** for the Business Office to process payments.