

## Petty Cash Advancement Student Per-diem Procedures

By following these procedures, departments can ensure timely processing and accountability for the use of Petty Cash funds for student-related per-diem advancement.

### 1. Form Submission

- The Request for Petty Cash Advancement Form must be completed and submitted to Business Services at least 10 business days before the event.
- The request form must include the following backup documentation:
  - Event or activity itinerary detailing the schedule.
  - A list of students who will be participating in the event.

### 2. Department Manager Approval

- Before submission to Business Services, the form must be approved by the Department Manager. Forms submitted without this approval will not be processed.

### 3. Business Services Review and Approval

- Once the form is submitted with the required approvals and documentation, Business Services will review and approve the request.

### 4. Cash Distribution

- **Cash advances will not be provided directly to students.** Instead, the cash will be released to the Manager, Faculty, or Staff member responsible for overseeing the event.
- The Manager, Faculty, or Staff member picking up the funds is fully responsible for cash handling and ensuring the funds are used appropriately according to the event's purpose.

### 5. Post-Event Requirements

- Within 3 business days following the event or activity, the employee or manager must submit a signed student roster to Business Services to confirm attendance.
- Failure to submit the signed roster within the required timeframe may result in the department being ineligible for future Petty Cash advancements.



## Request for Petty Cash Advancement

Requester: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Amount Requested

Amount Requested per Student	\$ _____
Number of Students	_____
Total Amount Requested	\$ _____

Fund	Location	Cost Center	User	Object

Requester Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean/Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Business Services Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

- Petty cash advance requests must be submitted to Business Services **at least 10 days prior to the event.**
- **Cash advances will not be issued directly to students; a faculty member, staff member, or manager must pick up the cash from Business Services.** The staff member picking up the cash is held responsible for the cash and care of all funds.
- After the event, the department must submit all required documentation to Business Services. Failure to comply may result in the department losing access to the petty cash advance process in the future.