

REQUIRED DOCUMENTATION AND APPROVAL FOR CASH DISBURSEMENTS

<u>Students</u>	<u>Disbursements to:</u>	<u>Documentation**</u>	<u>Approval***</u>
	Student Deposit Account	Balance in Account* Student ID	Student signature
	Refund - Student Account	Student Accounts Memo/ Student ID	Student signature
	SELF Loan	Prenumbered SELF Voucher/Student ID	Student Government Association, Student
<u>Financial Aid Office &amp; Student</u>			
	Temporary Loans	Temporary Loan Form Student ID	Student Financial Aid Office & Student Signature
	Refund of Board and/or Room	Authorized Refund Form Student ID	Student Financial Aid Office
	Term Bill Adjustment	Term Bill Adjustment Form/Student ID	Student Financial Aid Office
	*Exception may be approved by Student Accounts Department on Student Accounts Memo.		
<u>Faculty and Staff</u>			
	Department Operating Expense (Supplies, Postage, Petty Cash Reimbursements)	Cash Register Receipts	Person Responsible for Budget or Designee
	Hourly Payroll Advances (For short hours)	Memo from Payroll	Payroll Officer
<u>Other</u>			
	Student Associations, Pinnacle Chimes	Student Activities Form Student ID	Student Activities Office and Student Officer of Organization
	Dorm Activity Funds	Memo From Student Life Office Student ID	Head Resident and Res. Hall Council Rep. or Student Life Office
	Club Deposits	Student ID	Club Sponsor and Student Officer Only Students Approved (List Maintained by Student Accounts Dept) By Club Sponsor

Any deviation from above or any disbursement request not listed must be approved by Controller before cash is disbursed.

\*\* All Cash Register Receipts, Forms, Invoices, Documents must be original. Requests for cash to pay for supplies, etc. before they are purchased is to be handled as an advance to employee and cleared when receipts are submitted on Travel Expense Report.

\*\*\*All cash disbursement requests by Business and Finance Employees are to be approved by their supervisor or Controller.

Note - Cash withdrawals limited to \$500 except for Student Deposit Accounts and Club Accounts in which the cash withdrawal is limited to the account balance. Otherwise, check requests are to be used for amounts over \$500.

Revised 1/21/03