

PAYMENT ADVANCE PROCEDURES

Student clubs and organizations may submit a Payment Advance Check Requisition (Req) up to \$200 to an individual for an event. Payment advances follow the same process as a Check Requisition.

Cash Advance Check Req Turned In:

2 Weeks before date needed

Available for Pick Up:

Wednesday/Friday after 12:00pm

Requesting a Payment Advance

Submit a disbursement request to University-Student Union Administration office, room 306 requesting a payment advance.

A completed payment advance check requisition includes:

(Refer to Check Requisition Procedures)

1. Your club/organization name and the date the check req was created.
2. "Payable to **Cal State LA – Student Organization Name**" and "Type of Expense" section must be completed. **Payment advance checks can only be picked up, not mailed.**
3. Your club/organization account number will be input in the "Fund" box according to which type of expense account you will be using. Use the current fiscal year for the budget year and include the amount you are requesting.
4. A detailed description of the purpose of the cash advance. Include how much funds are needed, the date of the event, and the items the payment advance check will be used for.
5. The signature of one authorized signer and the signature of your advisor. Include the contact information of the preparer and the position/title of the approver.
6. Attach approved event registration form.
7. The advancement check can be cashed at University Cashier's office (Admin 128)

Returning a Payment Advance

A payment advance envelope is given along with the payment advance check when picked up.

A completed payment advance envelope contains:

1. Original detailed receipts of all expenditures. Items purchased with cash advance must be listed on the receipts. **Receipts must be individually taped to 8.5" x 11" blank paper.**
2. Any payment advance excess.
3. Total receipts and any cash excess must equal original amount of payment advance.
4. Payment Advance envelope form must be completely filled out.

Payment Advance envelopes must be properly submitted with all supporting documentation within 48 hours after the conclusion of the event.

Payment Advance Guidelines

- A. Payment Advance check requisition may be submitted up to \$200 to an individual.
- B. Only one payment advance check can be outstanding at a time per individual.
- C. Original detailed receipts and accounting for all expenditures must be submitted along with any excess cash from the advance.
- D. Payment advance envelopes must be properly submitted with all supporting documentation no later than 48 hours after the event.
- E. If not submitted within the 48 hours, the club/organization's account is on hold for payment advances and will not be released until the payment advance envelope is properly returned to U-SU Administration room 306.