



UNIVERSITY OF SOUTH CAROLINA

Request for Cash Advance

Cash Advance | C & G Cash Advance | Gift Card | Team Travel Advance

Custodian:

Form with fields: Name, Department Name, Complete Mailing Address, Phone, Email

I hereby request a cash advance fund in the amount of ... The fund will be used during the period of ... through ...

Specific Purpose of Cash Advance (Rationale and Explanation of Disbursement)

I agree to abide by University, Federal, and/or other sponsor regulations regarding expenditures of cash advance funds. As custodian of this cash advance, I agree to keep all cash/cards under lock and key. I understand that I am responsible for reimbursement to the University of South Carolina any unaccounted funds. If for any reason I fail to provide proper documentation of expenditures or return the cash balance when it is due, I authorize the Payroll Department to deduct the outstanding balance from my next payroll check/deposit(s). I also agree to submit original receipts and W-9s for all participants for all cash used. I will deposit in cash any unused funds against said cash advance at the Bursar's Office and provide General Accounting with the original cash receipt of deposit.

Signature of Custodian Date

Accounting:

USC Chartfields: Operating Unit, Department, Fund Code, Account*, Class Field, PC Business Unit, Project, Activity. Includes Account Code box with codes 10203, 10204, 10205.

Dean or Department Chair Approval**:

Form with fields: Name, Phone, Email

Signature of Dean or Department Chair Date

General Accounting Approval**:

Signature of General Accounting Date

**Workflow Approvals in PeopleSoft are acceptable approvals.