

## FACT SHEET<sup>1</sup>

### Associated Students Reimbursement and Cash Advance Process Summaries

**CLARIFICATION:** *There have been many recent procurement questions concerning reimbursements, cash advances, and purchases made outside of the Campus Gateway system. Any related process enhancement discussions remain preliminary with nothing settled. Below are summaries of the current related AS processes. These will continue until any enhancements are confirmed by all stakeholders, in particular, but not exclusively, students and staff.*

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#### **PRESENT** Reimbursement Process

- 1) Complete AS Requisition Form per printed instructions; highlights include:
  - a) Provide payment information including appropriate entity account to be charged and necessary purpose for the expenditure.
  - b) Indicate appropriate Committee approval and date.
  - c) Provide accurate description(s), date, and name of event/reason for funds.
  - d) Gather two entity authorized approval signatures.
  - e) Attach all receipts.
- 2) Completed Requisition with attached receipts (packet) is turned in to AS Administration.
- 3) Requisition packet process routing:
  - a) Entity account and authorized signatures are verified and confirmed by AS Admin receiving initials.
  - b) Requisition is checked for accuracy and completeness and confirmed by AS Admin AP/AR initials.
  - c) Entity funds availability is verified by AS Financial Officer and confirmed by initials.
  - d) Final Departmental review and approval signature is provided by the AS Executive Director.
- 4) Approved requisition packet is sent to AS Administration Office Coordinator for payment processing.
- 5) Reimbursement check is created and disbursed per Requisition instructions (mail or Cahiers Office pick-up).

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#### **PRESENT** Cash Advances

- 1) Complete a Requisition form per the above instructions but with the following modifications:
- 2) Any pre-purchase quotes must be attached to the Requisition form.
- 3) A promissory note must be signed when advance check is picked up (BARC account will be charged if intended purchase is not made and funds are not returned).
- 4) Post-purchase receipts are to be turned in to AS Administration when complete.
- 5) Any remaining funds are to be turned in to the AS Cashiers and Ticket Office.

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**FUTURE changes:** current AS reimbursements process is a parallel system to UC expenditure processes, and as such, the following determinations are made for potential approval:

- The expenditure serves a clear and necessary business purpose or benefit to Associated Students and the University.
- The expenditure of funds is reasonable, cost effective, and in accordance with the best-use of Associated Student funds
- The expenditure does not create taxable income.
- Funds are available, allowable, and approved under the specified fund source. Any alternatives that would have been equally effective in accomplishing the desired objectives were considered.

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<sup>1</sup> Document issued to the Student Senate 11.17.17 at Senate Meeting, during Executive Director's Report

