



Request for Check Advance

Any employee that requests more than one check advance for the same purpose will have the request denied. An employee will be granted only one check advance at a time for a specific trip or event.

To request a check advance fill out the Request for Check Advance Form. Upon approval by the Business Office the request will be processed and Accounts Payable will issue a check to the custodian. The check will be available for pick-up at the Cashier located at Foothill Community Church upon notification. Please note: the individual whose name is on the check must be present to pick-up the advance. **There are no exceptions.**

Custodian:

Name: APU ID#:

Address:

Department: Phone #: Email:

I hereby request a check advance in the amount of \$:

The fund will be used: through date needed

In accordance with our processing deadlines, completed request must be received at least by Friday to be issued by following Friday.

General Ledger account number to charge:
Fund Department Account Project - (if needed)

Purpose of Advance:

Signature of Custodian Date Phone Extension

I have read the Statement of Custodial Responsibility For Check Advance Funds

Departmental Manager Approval Date Phone Extension

Printed name (Department Manager)

Business Office Approval Date



STATEMENT OF CUSTODIAL RESPONSIBILITY FOR CHECK ADVANCE FUNDS

In accepting custody of a check advance, I agree to be personally accountable to Azusa Pacific University for the appropriate care and reporting as indicated in below statements.

Please follow the instructions below:

- * Check advances are issued to cover out-of-pocket business travel and reimbursement expenses expected to be incurred by employees in the conduct of University business. Employees who have been issued a university credit card should use it to cover the cost of lodging, meals, and other expenses whenever possible, thereby keeping the amount of their advances to a minimum. Please remember that advances should not be used for personal expenses or for other expenses which are not related to the conduct of University business.
- * **Under NO circumstances is the money to be used for payment to individuals for services, prizes, or awards. Please contact the Office of Human Resources with any questions.**
- * If the need for the advance ceases to exist, the custodian will be required to return all funds immediately along with any appropriate documentation for expenses incurred to date.
- * The custodian is required to collect a detailed receipt for all purchases. If the funds are used as meal money, a list of signatures of the recipients needs to accompany the Advance Reconciliation form. Note: Meal monies must be approved in advance to be used as meal money.
- * Unused funds must be returned for receipt to the Cashier located at One Stop on East Campus or the Cashier located at Foothill Community Church.
- * Once the Advance Reconciliation form is completed with attached invoices/receipts and approved signatures, photocopy your Advance Reconciliation Form and receipts for your own records.
- * Send original completed form with original receipts in campus mail/deliver to Accounts Payable/Business Office.

As custodian of a check advance, I am held accountable for the funds until original receipts (no photocopies will be accepted) are returned to substantiate the monies that were spent according to university guidelines and/or the funds are returned to the East Campus Cashier's Office or Business Office/Cashier Services at Foothill Community Church for deposit. **All monies must be returned within 60 days or the monies will be added to the individual's taxable wages for the year. The IRS deems funds as income if not substantiated by original receipts under the accountable plan for reimbursement. IRS Publication 535.**

I agree to return to Azusa Pacific University the full amount of the check advance or Advance Reconciliation form within 60 days after the trip completion date or University sponsored activity. I certify that I have read and understand the above and acknowledge receipt of a copy of these agreements. I also acknowledge receipt of funds in the amount of \$ _____ Check # _____

Custodian's Name

Date

Custodian's Signature

Date

Business Office Representative

Date

I understand unused funds and completed reconciliation paperwork is due to Accounts Payable by:

(Date)

Custodian's Initial