

Advance Policy (6/18/2013)

POLICY STATEMENT

The CSU, Chico Research Foundation and University Foundation (Foundation) policy, following the CSU Chancellor's Office Executive Order 890 and the campus implementing policy (EM 07-13), allows project personnel who are employed by CSU, Chico, The CSU, Chico Research Foundation or the University Foundation, to receive an advance of funds as needed for reserving facilities, and other services required in the performance of the project/account. In keeping with IRS regulations and good accounting practices, all advances must be cleared in a **timely manner**.

DEFINITIONS:

Allocable Cost: The cost of goods and services that are chargeable or assignable to a particular cost objective (i.e., sponsored agreement, project or specific function).

Allowable and Unallowable costs: Costs that are and are not permissible under federal government rules and definitions as stated in [2 CFR Part 220](#) (formerly OMB Circular A-21), Section J.

Approving Authority: Personnel with authority to approve expenses in accordance with Foundation policy. Both Project/Account and Foundation signatures are required on the Cash Request Form and/or Check Request Form. Foundation authorized personnel may increase the requested amount per day as needed.

Fiduciary Responsibilities: Work within the policies and procedures of the Foundation and good business practices.

Notice of Outstanding Advance: A written notice or e-mail listing all outstanding advances for a specific project/account will be sent semiannually by either the Foundation Administration Office or the Office of Research and Sponsored Programs, whichever manages that specific project/account.

Original Itemized Receipts: The original copy of transaction listing the detail of the purchase (i.e., description of item or items purchased, cost per item, tax, etc.).

Outstanding Advances: An outstanding advance is any advance that has not been cleared 30 days after the purpose of the advance has been completed.

Timely Manner: Normally this would be within ten working days after the trip or purpose of the advance.

REQUESTING AN ADVANCE

Advance codes 1461 (travel) or 1460 (all other advances) should be used for the initial advance and will be coded to the proper expense code upon clearing the advance.

Advances will be issued upon submission of a Cash Request form-[instructions](#) (limit \$200 per request/day) or Check Request form-[instructions](#) (no \$ limit), with **authorized approvals**, and if the purpose or use of these funds

- is consistent with the mission and fiduciary responsibilities of the university and Foundation,
- is **reasonable, allowable, and allocable** to the project/account being charged,
- represents the best use of Foundation funds.

Travel advance requests must include a completed Check Request and Travel Approval &/or Advance Request form. Please see Foundation [Travel Policy](#).

CLEARING AN ADVANCE:

To clear an advance, submit the **original itemized receipts, invoices, travel claims, or other appropriate documentation** with a Cash Request or Check Request form. Original documents are required by the Foundation to support and justify the expense for audit purposes.

Advances should normally be cleared within ten working days after trip or purpose of the advance. **New advances will not be issued to any project personnel until all outstanding advances have been cleared for the requesting individual on that project/account.** Requests for exceptions may be granted on a case-by-case basis with the approval of the Financial Director or RESP Director or their designee.

Notice of "Outstanding Advances" will be sent semiannually to projects/accounts with outstanding advances. These notices will be on file in the Foundation Administration Office and Office of Research and Sponsored Programs for audit purposes.