

## Operational Cash Advance Procedures

Operational Cash Advance guidelines are set forth in MAPP 05.01.02. Beginning December 1, 2014, Operational Cash Advances will be requested via SC Voucher rather than AP Voucher. All requirements of MAPP 05.01.02 apply to the SC Voucher process.

The process for submitting an Operational Cash Advance request via SC Voucher is as follows:

1. Submit the SC Voucher into workflow a minimum of 5 working days prior to the date that the cash advance is needed. The SC Voucher will go to the Accounts Payable P-Card/PO Voucher Group for intermediate approval, since AP oversees Operational Cash Advances. When AP approves, the SC Voucher will go to General Accounting for final approval.
  - A. The SC Voucher documentation must contain:
    1. The completed Operational Cash Advance Application (<http://www.uh.edu/af/survival/O/operationalcashadvance.pdf>). This document requires:
      - a. Purpose of Advance
      - b. Date operational cash advance is needed (advances may not be issued more than 30 days before needed)
      - c. Expected dates of remote/short-term operation
      - d. Person responsible for funds (fund custodian)
      - e. Security to be provided for funds
      - f. Address and telephone number of operation at remote site
      - g. Approval of College/Division administrator
      - h. Approval of the Principal Investigator, where sponsored project funds are involved
    2. A copy of the completed and signed Cash Handling Addendum A, Sections III and IV only.
      - a. Complete Section III, certification of training and approval to handle cash.
      - b. Complete Section IV, certification and approval of the custodian, College/Division Administrator, Department Head, and Treasurer's Office approval.
    3. A statement of the number of each denomination of bill needed.
    4. Name and phone number of the fund custodian.
    5. SC Vendor 0000000161, UH AP Operational Cash Advance
    6. Debit (positive number) cost center 00730-2080-H0160-F0842-NA in GL Account 12102
    7. Credit (negative number) cost center 00730-3057-H0167-I0391-NA in GL Account 10106.
  - B. Email Monica Cantu in General Accounting ([macant20@central.uh.edu](mailto:macant20@central.uh.edu)) and Cassandra Lopez in Accounts Payable ([clopez21@uh.edu](mailto:clopez21@uh.edu)) with the SC Voucher number.
  - C. SC Vouchers will be reviewed and approved within 48 hours of submission to General Accounting.
2. When the SC Voucher has been approved by General Accounting, General Accounting will notify Student Business Services of the approved SC Voucher and provide SBS with the denominations/amounts, the fund custodian name, and a copy of the SC Voucher.
3. Student Business Services will submit the cash request to the bank. Cash requests take 48 hours to fill.
  - A. When cash is delivered to the Welcome Center, SBS will contact the fund custodian to let them know that cash will be delivered that day by the UH Police Department. (If the fund custodian prefers to pick the cash advance up from the Cashier's Office, this should be indicated on the SC Voucher.)
  - B. Delivery times may vary.
  - C. SBS will contact the department at the time the UHPD arrives for pick-up to confirm availability. If the fund custodian is not available, funds will not be delivered or left in the custody of other personnel.

## Operational Cash Advance Procedures

4. Operational Cash Advances are subject to all monitoring, reporting, security, documentation, accounting, reconciliation, and notification requirements stated in MAPP 05.01.02. Accounts Payable will continue to monitor Operational Cash Advances for compliance with this policy. MAPP 05.01.02 will be updated to be in agreement with these procedures.

### Benefits of the New Procedure

1. Saves time going to the bank. The fund custodian does not have to go to their bank to withdraw the Operational Cash Advance from their bank account. Rather than issuing a payment to the custodian's bank account, the Operational Cash Advance will be delivered to the Cashier's Office at the Welcome Center.
2. Increased security of the funds while in transit. Rather than the fund custodian bringing the funds to campus, UHPD will deliver the funds to the fund custodian, who should put them in a secure location immediately after they are received.