

This form is to be used to request a non-travel related cash advance. Non-travel cash advances are requested, most commonly, when paying Human Subjects who are involved in approved University research studies. Do not use this form to request a travel advance. Travel advances are to be requested on the Travel Advance Request form.

- The employee receiving a cash advance will be responsible to NDSU for the return of all cash not appropriately accounted for and/or used for an unallowable University expense.
- A Cash Advance Request form should be submitted to the Accounting Office ten (10) days before the cash is needed, for processing. Cash advances may not be made from state appropriated funds.
- The maximum time period for a cash advance is four (4) months. All receipts and documentation must be submitted by the end of the allotted time or prior to fiscal year end, whichever comes first.
  - 1. Cash advance requested from a local fund:** all unspent cash advanced must be deposited with Customer Account Services. An accounting of how the funds were expended (typically for participants it will be a signed form saying they have received \$xx.xx for a particular study and the date), along with the deposit receipt (when applicable), will be due in the Accounting Office within one (1) month of the end date requested for.
  - 2. Cash advance requested from grant funding:** all advances must be cleared through the Grants and Contracts Office. Include a copy of the voucher, any unspent cash and supporting documentation of how the funds were expended (typically for participants it will be a signed form saying they received \$xx.xx for a particular study and the date), within one (1) month of the date requested for or by the end of the grant; whichever comes first.
- Customer Account Services will notify the employee when the cash is ready for pick up. Identification and evidence of adequate means to secure cash will be required at time of pick up.

Special requests for specific denominations should be submitted in advance to Customer Account Services, but no later than the deadlines listed below:

- Less than \$500 = 24 hours prior to the event
- \$500 - \$4,999 = 48 hours prior to the event
- \$5,000 = 10 days prior to the event

**Please fill out the following information, print, sign and attach to the Accounts Payable Voucher form.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Dept Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Purpose of Cash Advance:**

Approved Research Study - Human Subject Payments

Research Study Title: \_\_\_\_\_

Research Study Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Amount Per Participant: \_\_\_\_\_

Other: Describe purpose, to include what the cash advance is being requested for, and what date range it will be used in:

Purpose of Cash Advance: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I agree to deposit all unexpended cash advanced, and provide all appropriate documentation of expenditures, following the procedures and timing as suggested in section 1 or 2 above, dependent on the funding source. All documentation will be provided to either the Grant and Contract Office or Accounting Office by the following date: \_\_\_\_\_

In addition, I agree to let NDSU payroll deduct any amounts still outstanding after the above date. Outstanding amounts include all cash not appropriately accounted for and/or used for an unallowable University expense.

\_\_\_\_\_  
Employee Responsible for Cash Advance - Printed Name

\_\_\_\_\_  
Employee Responsible for Cash Advance - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Approval - Printed Name

\_\_\_\_\_  
Authorized Signature (Dept Head Approval)

\_\_\_\_\_  
Date

**Please print this form.**  
**Route to:**  
Accounting  
Old Main 11  
Phone 701.231.7432