

# De La Salle University

## University Research Coordination Office (URCO) Guidelines

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### Policies and Procedures for Cash Advances/Reimbursement

As of January 31, 1996

#### 1. Issuance

- Cash advances may be issued to project leaders for the payment of materials and/or services for projects duly recognized by the University

The recipient of the cash advance is duty-bound to ensure that the amount received does not exceed the approved budget allotted for the project.

- The cash advance may be requested at least one week before disbursements therefrom are anticipated to provide ample time for the processing of the Payment Requisition Slip.

#### 2. Liquidation

- As a general rule, the cash advance must be liquidated within five calendar days after the completion of the activity for which it was obtained.

1. However, on certain cases, the cash advance may remain outstanding for the duration of the project, but not exceeding six months.

In this case, the cash advance must be liquidated before the expiration of the six-month period; and if necessary, a new cash advance may be obtained for the unexpired portion of the project.

2. All disbursements reported must be supported with official receipts.

Expenses without official receipts may be allowed provided these are thoroughly explained in writing. Examples of disbursements of this nature are: tips to waiters, or porters, taxi fare from origin to destination, and so on.

#### 3. Accountability

- Anyone who avails of a cash advance does so with the understanding that he/she must liquidate the advance in accordance with the foregoing rules.

1. The University is implicitly given the authority to deduct unliquidated cash advances from the salary of anyone who avails of the same, after sufficient notice has been served.
2. No one may obtain a cash advance while he/she has an outstanding/unliquidated cash advance.