


Procedure No:	ACA-PROC-COMP-0004
Procedure Title:	Cash Advance Procedure
Related Policy:	ADM-POL-COMP-0010 Cash Advance Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
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Office of Origin: (Procedure Expert)	Office of the Comptroller
"Supersedes" Notification:	
Procedure Description:	This procedure details the requirements and persons involved in the preparation and release of Cash Advance requests.
Areas of Responsibility:	Office of the Comptroller
Procedure Details:	<p>Step 1. The Department Head accomplishes the Cash Advance Form. The details of the project / activity should be written and the corresponding amount of money needed is identified. Supporting documentary requirements such as approved project proposal, payment receipt, and certifications should be included in the Cash Advance Request.</p> <p>Step 2. The accomplished Cash Advance Requisition Form is submitted to the Budget Clerk and will be subjected for review.</p> <p>Step 3. If the department has an approved budget allocation, the Cash Advance Request Form is forwarded to the Budget Officer for approval. In cases when there is no allocated budget, the Budget Clerk informs the Department Head of the situation.</p> <p>Step 4. The Budget Officer forwards the approved Cash Advance Request to the Comptroller.</p> <p>Step 5. The Comptroller reviews the request. If there are clarifications on the Cash Advance Requisition, the Department Head is informed.</p> <p>Step 6. The Comptroller forwards the Cash Advance Request to the Vice President for Financial Affairs for final approval. In cases there are still clarifications on the Cash Advance Request, the Department Head is informed.</p> <p>Step 7. Cash Advance requests approved by the Vice President for Financial Affairs are forwarded to the Accounting Office for check preparation.</p> <p>Step 8. The Voucher Clerk prepares the check.</p> <p>Step 9. The check is forwarded to the Vice President for Financial Affairs then to Rector and President for signature.</p> <p>Step 10. The check is forwarded to the Cashier for releasing.</p> <p>Step 11. The Department Head can claim his check.</p>
Procedure Approval Authority:	Comptroller
References:	Cash Advance Form
Definition:	
Help Page:	Office of the Comptroller
Prepared by:	Planning, Funding and Development Office
Approved by:	 _____ Asst. Prof. Ariel de las Alas
Date of Approval:	

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