



---

## OSR Policy 500.14 – Pro.1 —Cash Advance Request & Reconciliation

---

Corresponding with: [OSR Policy 500.14](#)

[Cash Advances](#)

---

### Procedure Statement

---

The following procedures address how to make requests for cash advances as well as guidelines for maintaining supporting documentation at the department level and procedures for reconciling the account.

NOTE: To manage study subject disbursements, the department should maintain supporting documentation for each disbursement, including:

1. A receipt of payment (see example [Uniform Receipt](#)) with the study subject's signature.
  2. A list with the following information regarding the study subjects:
    - His/her name
    - Identification number
    - Social Security Number
    - Address
  3. Other supporting documentation as required by the awarding agency.
- 

### Forms/Instructions

---

 [Research Administration Glossary at Carolina](#)

#### I. Requesting a Cash Advance

Prepare a Check Request using the Finance Central Check Request system ([link](#) to information on how to complete the on-line request). Complete the [Application for Advancement of Contract and Grant Funds](#) and include it with the check request.

General instructions for completing the application:

1. Indicate the total amount of the request.
2. State the need and necessity for a cash advance as well as the anticipated use (gift cards, etc.).
3. Justify the need for the amount requested and indicate the period to be covered by the advance. Indicate by major UNC account number to which the advance will be obtained.



4. Indicate how the advance will be disbursed.
5. Indicate the method of documentation.
6. Identify the physical safeguards of cash.

Once the check request is prepared, it will be routed to OSR for review and approval. The request is then routed to Disbursement Services for preparation of a check to be sent to the department.

If the advance is for a wire transfer, request no more than two months operating cash (unless accompanied by supporting documentation). Complete the Account Services form [Outgoing Wire Transfer](#) (instructions are provided on how to complete the form). Send the form to OSR for review and approval. Once approved, Accounting Services prepares a wire transfer to the foreign bank account.

## II. Requesting an Increase to Existing/Replenishment Cash Advance

Outstanding cash advances should be reconciled before any new advance is increased. Only in unusual circumstances will the advance be increased without partial or total reconciliation of the original advance. The OSR Program Administrator must approve all check requests to increase advances without reconciliation.

OSR reviews and approves the check request and justification for replenishment or increasing of existing cash advances.

## III. Reconciling a Cash Advance

### A. Prepare a Cash Advance Reconciliation Memorandum

To reconcile a cash advance for object code 8511, the department submits a memorandum to OSR with:

1. The UNC FRS account number and budget period.
2. The UNC principal investigator.
3. The Check Request number, date and check number of the advance being reconciled.
4. Listing with total amount for each object code and show supporting information for each receipt/check including numbers, payee or identification number, date of receipt/check.

Example:

Object Code 1975	
detail receipt #1	
detail receipt #2	
Subtotal Object Code 1975	\$
Object Code 1976	
detail receipt #1	
detail receipt #2	
Subtotal Object Code 1976	\$



5. Note: if reconciling a foreign bank account, use American dollars.
6. Principal Investigator's signature as certification along with the following statement:  
"The checks (cash payments) listed on this reimbursement have been made for the purposes of the award and conditions of the agreements."

If the cash advance was for the purchase of gift cards, prepare a [Reconciliation of Advance For Purchase of Gift Cards](#). On the form, list study subjects by identification number and indicate the grant to be charged. Payment to a study subject by a gift card is charged to object code 1975. Reimbursement of expenses for a study subject (travel, accommodations, etc.) should be charged to object code 1976.

#### **B. Prepare a Cash Advance Settlement**

1. Prepare a Cash Advance Settlement using the Finance Central online Journal Entry system.
2. Print the Cash Advance Settlement Confirmation screen.
3. Print and complete the [Cash Advance Settlement Cover Sheet](#).
4. Send the Confirmation screen, Cash Advance Reconciliation Memorandum, Cash Advance Settlement Cover Sheet, Reconciliation of Advance For Purchase of Gift Cards (if applicable) and the original receipts to OSR.

OSR reviews and approves the reconciliation in the On-line Journal Entry system.

---

## **Revision History**

---

**Prior Revisions:**      **9/4/2009** Changed title of policy from *Requesting Payment for Study Subjects* to *Cash Advance Request and Reconciliation* to reflect additional types of requests for advances.

The policies in the *Office of Sponsored Research Policies & Procedures Manual* supersede any OSR policies, procedures and appendices previously included in the *University Business Manual*, a publication of UNC Chapel Hill's [Division of Finance](#).

---

