



Northwest Missouri State University

Policy and Procedures Manual

Chapter Bursar

Section Cash Advance - Revolving

I. Purpose/Background

To simplify certain monetary and paperwork processes, the Controller, Bursar, and Purchasing offices developed a Multi-Purpose Document. This document may be used as a cash advance voucher.

This multi-purpose form has six functions. They include use as an A) Petty Cash Voucher, B) Cash Advance Form, C) **Revolving Cash Advance**, D) Direct Expense Voucher, E) Purchase Requisition, and F) Interdepartmental Voucher. Each use for the form has a different policy number within this section with the exception of the purchase requisition, which is listed in the Purchasing section of this manual.

II. Policy

Revolving Cash Advance

A revolving cash advance is used for routine or regularly scheduled types of expenses. For example, campus athletic teams may set up this type of account for their seasonal travel. Please contact the Bursar's Office to request this type of account at 562-1106.

Instructions – Each number listed refers to a circled number on the reduced size sample form that follows these instructions.

1. Revolving Cash Advance – check box and fill in appropriate dates.
2. Account Number and Object Code – account number for a Revolving Cash Advance is 101761-3717
3. Account Title – “Revolving Cash Advance” is the name of the account
4. Date Required – date cash is needed
5. Vendor/Individual Name – name and permanent address of the person receiving the cash
6. Social Security Number – number of the person that will be receiving the cash



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7. Initiated by – name of the person completing the form.
8. Approval – signature of the supervisor
9. Approval – The signature of the Northwest Bursar or Associate Bursar is required on all cash advance form
10. Repayment Date – date to return cash
11. Description – description of how the funds will be used and total amount.

Note: In the case of athletic teams, a season schedule must accompany the request.

NORTHWEST MISSOURI STATE UNIVERSITY					PURCHASING OFFICE USE ONLY	
University Vendor No. V 0 0			Maryville, Missouri 64468-6001 Accounting Office 660-563-1187		BATCH # _____ POSTING DATE _____ INITIALS _____ PO TYPE _____ BUYER _____ PO PRINT (Y/N) _____	
<input type="checkbox"/> PETTY CASH ? (Sales Tax Not Reimbursed)			<input type="checkbox"/> DIRECT EXPENSE VOUCHER			
<input type="checkbox"/> CASH ADVANCE			<input type="checkbox"/> PURCHASE REQUESTION			
<input checked="" type="checkbox"/> REVOLVING CASH ADVANCE (from _____ to _____)			<input type="checkbox"/> INTERDEPARTMENTAL VOUCHER			
ACCOUNT NUMBER AND OBJECT CODE			ACCOUNT TITLE			
DELIVER TO PERSON / BUILDING / ROOM			INITIATED BY		SHIP TO	
DATE REQUIRED			DATE		NORTHWEST MISSOURI STATE UNIVERSITY CENTRAL RECEIVING WEST 7TH STREET MARYVILLE, MISSOURI 64468	
VENDOR / INDIVIDUAL NAME / EIN INCOME ACCOUNT NUMBER			APPROVAL DEPT HEAD		BILL	
ADDRESS			DATE		NORTHWEST MISSOURI STATE UNIVERSITY ACCOUNTING DEPARTMENT ADMINISTRATION BUILDING MARYVILLE, MISSOURI 64468	
SOCIAL SECURITY NUMBER			APPROVAL DEAN OR ADM HEAD		SIGNATURE CASH RECEIVED	
CONTRACT NUMBER / BUYER / PHONE			DATE		REPAYMENT DATE	
DESTINATION			DEFINITIVE DATE		RETURN DATE	
ITEM NO.			QUANTITY		TOTAL PRICE	
DESCRIPTION / CATALOG NO. / SIZE / COLOR / STOCK NO.			LIMIT		UNIT PRICE	
TOTAL						
DO NOT WRITE OR TYPE BELOW THIS LINE						
STATE ACCT CODE:		DISPOSITION			ENCUMBRANCE INFORMATION	
STATE VENDOR NO:		LOCAL P.O.			DATE	
LOCAL BID		ENCUMBRANCE REQUEST			INITIALS	
OPENING DATE		STATE REG			AMOUNT	
DELIVERY DATE		STATE P.O.			CHANGES	
		CONTRACT RELEASE				
		LPO				

PURCHASING / ACCOUNTING / CASHIER