CLUBSPORTS

Disbursement of Cash Policy
Effective 6/1/2010

Student Cash Disbursement

- Student clubs/organizations: Cash advances can be obtained in the Bursar’s office for club expenditures.
- Students are limited to $300 cash advance request.
- Student request for cash advances greater than $300 must be submitted to Accounts Payable and will be paid with a University check.
- Cash reimbursements to students will be limited to $300.00 with original receipts.
- Student request for cash reimbursements greater than $300 must be submitted to Accounts Payable with original receipts, and will be paid with a University check.
- **ALL STUDENTS REQUESTING CASH, MUST COMPLETE A ‘STUDENT CASH DISBURSEMENT’ FORM.**
- **THE FORM MUST HAVE AN AUTHORIZED SIGNER/CLUB ADVISOR SIGNATURE AND A REQUESTER SIGNATURE.**
- The ‘Student Cash Disbursement’ form can be found on the forms channel on the XU portal or on the Controller’s website under the ‘Forms’ link.

How to Receive and Reconcile Advances to Pay Club Sports Officials

**Under $300**

1) Complete a **student cash disbursement** form.
2) Take the form, with proper signatures, to the Bursar’s office.
3) Receive cash to pay officials.
4) Have the official complete a Xavier University Club Sports Official’s Payment Form prior to receiving payment.
5) Take/Send a copy of Official’s Payment form/forms along with a completed Xavier Business and Travel Expense Report to the Bursar’s office to settle the cash advance.
6) Send original Official’s Payment forms to Accounts Payable.

**Over $300**

1) Complete a **request for check** form payable to student handling game.
2) Take the form, with proper signatures, to the Accounts Payable office.
3) Receive a check the next morning.
4) Cash check in order to pay officials.
5) Have the official complete Xavier University Club Sports Official’s Payment Form prior to receiving payment.
6) Take/Send original form/forms to the Accounts Payable office along with a note stating who the check was made payable to and the amount of the check.