

Disbursement of Cash Policies

Effective: 6/1/2010

Last Updated Date: 6/1/10

Last Reviewed Date: 6/1/10

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

University Employees Cash Disbursement

- Employees cannot receive cash advances or cash reimbursements from the Bursar's office
- Employees may request a Travel Advance from Accounts Payable using the Travel Advance form
- Employees requesting reimbursements, must complete a Xavier Business and Travel Expense Report form, and submit it to Accounts Payable with proper documentation.
- The Xavier Business and Travel Expense Report form can be found on the forms channel on the XU portal or on the Controller's website under the 'Forms' link

Departmental Petty Cash Funds

- Departments with approved Petty Cash Funds will be replenished with original receipts, departmental receipt, completed Petty Cash Form and authorized signatures.
- The 'Petty Cash' form can be found on the forms channel on the XU portal or on the Controller's website under the 'Forms' link.

The Bursar's office will not cash checks for employees or students.