Steps to Obtain Research Cash Advances via MSU Cashier

Not available for Travel Advances

The Cash Advance Form (CAF) and an Internal Billing e-doc will make up the advance request.

Procedure

1. The advance recipient prepares a Cash Advance Form (CAF) detailing the amount and purpose of the advance.

2. A department e-doc initiator will complete an Internal Billing (IB) e-doc to charge the $15 advance fee expense to a department account string (object code 6489) and record income to account number XT022906, object code 4050.
   a. In the ‘Description’ field of the IB, the initiator is required to enter “Advance - Last Name”.
   b. In the ‘Explanation’ field of the IB, the initiator is to include a brief reason for the advance request.
   c. The initiator is required to attach the completed CAF to the IB.

The IB will automatically route for approval to the FO on the account charged (except if the FO is also the initiator). The FO’s approval of the IB approves both: 1) the $15 advance fee; and 2) the cash advance amount noted on the CAF. If the FO is the advance recipient, the IB must be approved by the FO delegate. Additionally, if the travel advance will be for $25,000 or more it must be ad hoc routed to the AVP/Dean/Associate or Assistant Dean/College Budget Officer for approval.

3. Once the IB has been fully approved, Accounting will issue the promissory note and attach it to the original IB document. The initiator of the IB will be notified via e-mail that the promissory note is ready.

4. The initiator will provide the promissory note to the advance recipient. He/she will sign the promissory note and hand deliver it to Accounting located at 426 Auditorium Road Room 360.

5. Accounting will facilitate approval/issuance of the advance. The advance recipient will then be able to obtain the cash advance funds from the MSU Cashier at 426 Auditorium Road Room 110 by presenting the approved promissory note.