



Please email to :  
project accountant  
OR cgstaff@utep.edu

## Grants Cash Advance REQUEST

(Sponsored Project Incentive - Non Travel)

Amount Requested	Project ID (10-digit)	Budget Account	Budget Account Description
\$		G6190	Participant Expense

Date requested: \_\_\_\_\_

Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

Form Prepared By: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

EVENT DATE *	Description of Services *	Quantity *	Unit Price *	Amount *	Gift Card (Y/N) *	E-cards (Y/N) *
Total				\$		

\* fields must be populated

**\*\* Please note that all ACTIVE cash advances MUST be reconciled/closed before requesting a new cash advance\*\***

**PI certification:** I certify that the above expenditures are 1) Allowable by the funding agency; 2) Will be incurred during the grant period; 3) and funds are available.

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Cash Advance Recipient \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator Empl ID \_\_\_\_\_

Cash Advance Recipient Empl ID \_\_\_\_\_

To be fill out by Contracts & Grants

### Contracts& Grants Accounting

#### GL String

Acct	Fund	Dept	Function	Project
67623				

Travel Authorization ID	Cash Advance ID

Contracts & Grants Accounting \_\_\_\_\_ Date \_\_\_\_\_

**\*Contracts and Grants Accounting will provide the GL String. Please verify the information when you approve the expense report\***

**Guidelines for Cash Management :** Requestor must inform Student Business Services of intent to pick up cash.

Orders placed with SBS before 10 AM, the funds will be available for pick up the next day after 12PM

Orders placed with SBS after 10 AM, the funds will be available two business days later after 12PM

#### Part C

#### DEPOSIT of Residual Funds from Cash Advance

If any funds from the Cash Advance are unused, they must be deposited at Cashiers at the Student Business Services.  
Please use the "Deposit Summary" form attached at the end of this document.

# Instructions

## Part A- Cash Advance Request Portion

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<b>Amount Requested</b>	Enter Cash Advance amount. Please note that all cash advance payments will be issued directly to the project PI based on payment profile for payroll.
<b>Project ID</b>	Enter the 10-digit project ID that corresponds to the grant. Ex "226351425A"
<b>Budget Account</b>	All Cash Advances will always be from Budget Account G6190 Participant Expense
<b>Date Requested</b>	Enter current date MM-DD-YY.
<b>Department</b>	Enter Department name.
<b>Project Title</b>	Enter the project title .
<b>Prepared By</b>	Enter the name of the person that prepared the Cash Advance Request form and include their phone number.
<b>Event Date</b>	Enter Date of Event MM-DD-YY
<b>Description of</b>	Provide description or justification of how these funds will be used and how will this benefit the Grant
	<b>Quantity</b> Enter quantity of product requested.
	<b>Unit Price</b> Enter the unit price of the product requested.
	<b>Amount</b> Quantity X Unit Price
	<b>Gift Card</b> Identify Y for Yes N for No
	<b>E-cards</b> Identify Y for Yes N for No
<b>Total</b>	Sum of Amount Row 1 and Amount Row 2
<b>PI Certification</b>	The original/electronic signature of the Principal Investigator is required. Cash Advance Request forms will not be processed without their approval. (No signature stamp is allowed). Enter the PI Empl ID
<b>Cash Advance Recipient</b>	If person receiving cash advance funds is NOT the PI please add name and empl ID of person responsible for receiving the funds

*The completed Cash Advance Request Form is taken to the Contracts and Grants Accounting Office for approval.*

~~Always make sure the grant has funds available before submitting the cash advance request.~~

## Part B- Contracts & Grants Accounting Approval Portion

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<b>GL String</b>	The Contracts and Grants Accountant will review and approve the Cash advance. The approved Cash Advance Request Form will be sent back to the preparer with the GL String information filled out. Refer to the GL String when creating the expense report in PeopleSoft.
<b>Travel Authorization ID</b>	The Contracts and Grants Accountant creates a Travel Authorization when he/she approves the Cash Advance. Refer to this Travel Authorization ID when creating your Expense report.
<b>Cash Advance ID</b>	The Contracts and Grants Accountant creates a Cash advance when she/he approves the Cash Advance. Use this Cash Advance ID as reference if you were to have any questions.

## Part C- Deposit of Residual Funds

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The attached Deposit Summary will only be used if there are Residual Funds that need to be deposited back.

**Complete the bottom section of form "For C&G Cash Advance Only"** and take to Cashiers at Student Business Services. Please note that C&G Accounting has prepopulated the account number, do not edit that information.

University of Texas at El Paso  
Deposit Summary

Department Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cash \$ \_\_\_\_\_

Checks \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Description	Cost Center	Account #	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	(8 digit number)	(5 digit number)	

(Required Signatures)

Deposit Total \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed BY: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

(Print name)

Dept. Contact Telephone/Extension: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For C&G Cash Advance Only:**

CASH ADVANCE ID

PROJECT ID/COST CENTER

ACCOUNT

AMOUNT

Cash \_\_\_\_ Check \_\_\_\_ (select one)

Prepared By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Dept. Contact Telephone/Extension: \_\_\_\_\_

Date: \_\_\_\_\_