

NORTHEASTERN OKLAHOMA A&M COLLEGE

POLICY & PROCEDURES FOR STUDENT ACTIVITY ADVANCES

Travel related expenses for athletics and other types of student activities require itemization and support by receipts attached to the claim. Fund advances for student activities (travel, entry fees, officials, etc.) may be obtained by following the Business Office Policy and Procedures. Checks will be computer generated, therefore, it is very important that you allow at least five working days for your information to be processed and a check prepared for entry fees, travel officials, etc.

THE FOLLOWING STATEMENT WAS DEVELOPED FOR THOSE FUNDS ORIGINATING IN THE AGENCY SPECIAL ACCOUNT FOR THE SOLE PURPOSE OF SUPPORTING STUDENT ACTIVITIES.

“Coaches and Sponsors of Student Organizations can have their meals and lodging included in the travel requisition and subsequent payment of same when in official travel status with their respective teams. This will eliminate the need for these individuals to file for reimbursement of lodging and meals.”

The following prescribes procedures for the advance of funds, and settlement thereof, for student travel, events, and other activities. In order to qualify for an advance, the State of Oklahoma requires that the activity include students. (Fund advances for E&G travel and activities are not authorized.)

- a. Funding Source: The “Activity Advance Account” is established in the auxiliary general ledger and serves as a controlling mechanism for recording these advances.
- b. Obtaining Advances: Requesters of fund advances must submit an “Activity Advance” (Form #1) to the Personnel Office at least five (5) working days prior to the time funds are needed. This lead-time is necessary to process the information, prepare the check, and enable the requester to cash the check at a local bank. (The Business Office change fund is not sufficiently large enough to cash advance checks. Additionally, it is unlikely that specific currency and/or coin requirements could be readily met from the limited resources of the change fund.)
- c. Requester signs Activity Advance Acknowledgement (Form #2) when picking up the check from the Personnel Office.
- d. Food Receipts: The College will require machine-printed receipts, when available, that provide detail of food orders rather than accept handwritten

- receipts. College personnel should be diligent in requesting this type of documentation. The manager's signature, telephone number, date, and address of the food provider will be required. Scraps of paper should not be accepted by the coach/sponsor as a valid receipt. A Student Participation (Form #3) will be used as back-up documentation to account for the initial activity advance.
- e. Motel: It is the requesting departments' responsibility to contact motels for price and room reservations. Upon receipt of this information, the requesting department will prepare and deliver to the Business Office a requisition with requested information. The Business Office will prepare the purchase order and mail to the participating motel. A copy of the purchase order will be returned to you for your files.
 - f. Motel When Prior Arrangements Are Not Made: Advanced cash may be used for student rooms when motel rooms are not paid by purchase order. Motel bills, along with paid receipt or zero balance reflected on the bill and a Student Participation (Form #3) will be used as back-up documentation to account for the initial activity advance.
 - g. Settlement of Advances: Prudent fiscal management policies and internal control procedures require that fund advances be settled within two (2) workdays after the requester's return. (Please use Recap Sheet, Form #4) in clearing advances.) Advances not cleared within two workdays will result in denial of future advances until prior ones are settled.

Northeastern Oklahoma A&M College
Activity Advance Acknowledgement

In accordance with my request dated _____, 20 _____,
I hereby certify that I have received warrant # _____
dated _____, 20____, in the amount of \$_____
I understand and agree that these funds are to be used for student and/or sponsor
expenses in connections with trip to _____.

I further agree that within two (2) days following the activity, I will return to the
NEO Personnel Office any unused funds, along with a report detailing the use of the
funds (with all proper receipts and student/sponsor signature forms attached.) I
understand that failure to submit the aforementioned report and return unused funds
to the Personnel Office within the prescribed time will cause any future activity
advance requests to be placed on hold until all necessary accounting is accomplished.

Dated at Miami, Oklahoma this _____ day of _____, 20 _____.

Signed: _____