Controller's Office – General Accounting
Cash Advances and Prepaid Card Program
March 2022

Today's Agenda

- Supplier set up

- How to Request a:

  - Cash Advance

  - Cash Advance Settlement

  - Team Travel Advance

  - Grant Cash Advance

- Types of Prepaid Cards

- Benefits of each Prepaid Programs

- How to Request a Prepaid Card

- How to Reconcile a Prepaid Card

- Resources and Contacts

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Supplier set up Required

- Each recipient of a cash advance must be set up as a Cash Custodian Employee Supplier in the Supplier File in advance of the payment.

- Use the navigation below to search the Supplier File.

Main Menu > Suppliers>Supplier Information>Add/Update> Review Supplier

- Change the "ID Type" to "Employer ID Number", enter USC ID Number and search.

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Supplier Not Found

- If your supplier is not found, it must be added by completing the Cash Custodian Employee Supplier Form on the Controller's website.

- Email the completed form to APSupplr@mailbox.sc.edu

Timeframe for Supplier Set Up

- Suppliers are set up as received
    - Usually within 3 business days once appropriate documentation is received.
    - Change the "ID Type" to "Employer ID Number", enter USC ID Number and search.
    - The navigation is:

Main Menu > Suppliers > Supplier Information > Add/ Update > Review Suppliers

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Steps to Request a Cash Advance

- Each individual requesting a cash advance must be submitted separately at least 7 – 10 days in advance.

- Complete the *Request for Cash Advance* form.
  - All information and justification to support the Cash Advance payment must be included on this form.
  - The form and supporting documentation should be scanned in order to get attached to the Payment Request.

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Location of Cash Advance Request and Settlement Forms

The website link is

https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/accounts_payable/index.php

Sample Request for Cash Advance Form

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Request for Cash Advance

Cash Advance | C & G Cash Advance | Gift Card | Team Travel Advance

Custodian:

- Name	
- Department Name	Complete Mailing Address
- Phone	Email

I hereby request a cash advance fund in the amount of _____

The fund will be used during the period of _____ through _____

- Specific Purpose of Cash Advance (Rationale and Explanation of Disbursement)

I agree to abide by University, Federal, and/or other sponsor regulations regarding expenditures of cash advance funds. As custodian of this cash advance, I agree to keep all cash/cards under lock and key. I understand that I am responsible for reimbursement to the University of South Carolina any unaccounted funds. If for any reason I fail to provide proper documentation of expenditures or return the cash balance when it is due, I authorize the Payroll Department to deduct the outstanding balance from my next payroll check/deposit(s). I also agree to submit original receipts and W-9s for all participants for all cash used. I will deposit in cash any unused funds against said cash advance at the Bursar's Office and provide General Accounting with the original cash receipt of deposit.

Signature of Custodian   Date

Accounting:

USC Chartfields:

Operating Unit   Department   Fund Code   Account*   Class Field

For Grants or Projects:

PC Business Unit   Project   Activity

*Account Code:
10203 – C&G Cash Advance
10204 – Cash Advance
10205 – Team Travel Advance

Dean or Department Chair Approval**:

- Name	
- Phone	Email

Signature of Dean or Department Chair   Date

General Accounting Approval**:

Steps to Request a Cash Advance Cont'd

- Submit a Payment Request in PeopleSoft.

  - *Main Menu > Employee Self Service > Payment Request Center*

  - Use Account code **10204** for cash advances and gift cards.

  - Be sure to include any special instructions, such as Hold for Pick Up in the Comments section of the Payment Request.

  - Attach the completed Request for *Cash Advance form* to the Payment Request.

- Once the Payment Request is approved the payment will be created by Accounts Payable.

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Steps to Complete a Cash Advance Settlement

- All cash advances must be settled within 30 days of the ending period for which the advance was issued.

- The custodian of the funds must complete a *Cash Advance Settlement* form and supply the required documentation.

- When completing the form ensure that you:
  - Use correct account code **10204** for cash and gift cards.
  - Attach all receipts.
  - Provide a list of participants in the program (if applicable).
  - Provide a list of all gift card recipients. (If the total amount per participant is expected to be more than $600 for the calendar year, the department must retain a W-9 for each gift card recipient.)

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Sample Cash Advance Settlement Form

University of South Carolina
Cash Advance Settlement Form

Submit this Settlement Form and all documentation to cashadvc@sc.edu.

Date:

Cash Advance Custodian:

Date of Original Advance: **Voucher # of Original Advance:**

Original Chartfields:

Operating Unit	Department	Fund	Class Field	Account Code	PC Business Unit	Project	Activity

Settlement Details

Amount of Original Cash Advance

PART I: Summary of Receipts
Please attach all itemized receipts associated with this cash advance (receipts must show proof of payment). Summarize the receipts below and include the chartfields to which the receipts are to be charged. If only one chartfield then you may enter once.

Vendor	Amount	Operating Unit	Department	Fund	Class Field	Account Code	Business Unit	Project	Activity

Total Receipts   0.00

PART II: Summary of Deposits
Please list all deposits that were made of residual funds and attach a copy of the deposit receipt to this Settlement Form.

Vendor	Amount

Total Deposit Receipts   0.00

PART III: Additional Payment Due   0

PART VI: Participate List, Gift Card Recipients (As needed)
Please provide a list of all participants, gift card recipients, team travel participants.

Part V: Certification

I certify that all funds were used for official business for the University of South Carolina.

Signature   Date

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Steps to Complete Cash Advance Settlement Cont'd

- Ensure remaining funds are deposited with the Bursar's Office using the Deposit procedures in PeopleSoft and Account Code **10204**.

- Be sure to include the Deposit Transmittal form.

- Email all the items mentioned to: cashadvc@mailbox.sc.edu

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Team Travel Advances

- The steps for requesting Team Travel Advance are the same as the regular cash advance, the only difference is the Account Code on the Request form, Payment Request and Settlement form.

- Use Account code **10205**.

- The Settlement process for this type of advance is also the same.

Grant Cash Advances

- The steps to request a cash advance from a grant are the same as a regular cash advance. The only difference is the Account Code on the Request form, Payment Request and Settlement form.

- Use Account code **10203** instead.

- The Settlement process for this type of cash advance is also the same.

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Types of Prepaid Card Programs

- Participant Card
  - Participant Anonymous
  - Participant Registered
- Business Expense

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Items Below Apply to all Card Programs:

- Cardholder must have US address.

- International Transactions incur 3% fee.

- Open card orders must be partially or fully settled prior to subsequent requests.

- Cards are subject to suspension by Bank of America's fraud prevention services. In such cases, cardholder must call BOA at number on back of card immediately for reactivation.

- The department is responsible for maintaining W-9s from participants where total payment in any form, including cards, is expected to exceed $600 per calendar year. (see procedures)

- Participation by USC employees is highly discouraged. If participants are USC employees, all payments must be reported to Payroll for inclusion on the employee's W-2.

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Participant Card Program Overview

- Prepaid debit cards are issued through Bank of America

- The cards can be loaded with values
  $5 - $100

- Participants can register their cards online to protect funds if cards are lost or stolen

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Prepaid Card Matrix

Card Program	Card Description and Details	Account Code	Required Documentation
Participant Anonymous	To pay program participants a **one-time** payment: • Program participant - card does not have to be registered with the issuing bank • Funds belong to participant and cannot be unloaded • 3-5 day lead time, no withdrawal option, **not reloadable**, and maximum request amount of $100 per participant	**Prepaid** 19010 **Expense** 54535	**Card Orders:** Participant Card Request Form If research, IRB letter required **Settlement:** Proof of card distribution to participants
Participant Registered	To pay program participants a **one-time or recurring** payment: • Program participant - cardholder information has to be provided to the Controller's Office • Funds belong to participant and cannot be unloaded • Card is personalized • 7-10 day lead time, has a withdrawal option, it is **reloadable**, and maximum request amount of $100 per load	**Prepaid** 19010 **Expense** 54535	**Card Orders:** Participant Card Request Form If research, IRB letter required **Settlement:** Proof of card distribution to participants

Benefits of the Participant Card Program

- No need for cash advances

- No activation or card fees to the department

- PeopleSoft supplier set up no longer needed

- Cards can be loaded for any amount needed (up to $100)

- Orders processed within 3-5 days for anonymous, and 7-10 days for registered

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Requesting Participant Cards

- Complete Research Participant Card Request Form
- Include IRB approval
- Email form and IRB approval to: cards@mailbox.sc.edu
- Allow 3-5 days for processing
- You will receive an email when requested cards are loaded and ready to be picked up
- Please order conservatively; **cards cannot be returned**

*Please bring a bag or small box with you, if possible, for transporting cards.

Research Participant Card Request

Controller's Office
Research Participant Card Request Form

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Administrator's Name:

Department Name:

Research Program or Study:

IRB Approval Date: *(Attach IRB approval)*

Requested Pick Up Date:

Intended Use of Cards:

Chartfields:

Operating Unit	Department	Fund	Account	Class	PC Business Unit	Project	Activity
			19010				

Card Requests:

	Number of cards		Amount per card (min $5 max $100)		$ Total Amount
Set 1:		x		=	0.00
Set 2:		x		=	0.00
			Total $ Amount of All Cards:		0.00

Unused cards cannot be returned to the Controller's Office. Please take this into consideration when ordering cards.

By signing below, I certify that:
• Participant cards will be distributed and used only for intended purpose as specified on this form.
• The research department will maintain all records and report payments as needed to the Controller's Office per procedure.
• Cards will be stored in a secured safe.

Requested By: Date:

PI Approval: Date:

Departmental Approval: Date:

Please email this Request Form to cards@mailbox.sc.edu

Controller's Office Use Only:

Card Request ID: Card Series:

Cards Received By: Date Received:

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Tracking Participant Card Inventory

- You will be responsible for keeping track of which cards have been issued and to whom for clearing prepaid

- Cards must be stored in a secure location

- You will receive a list of cards identified by Proxy ID to aid in identifying and settling

- Cards **cannot be returned** to the Controller's Office

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Settling the Participant Card

- Orders should be settled within 90 days of the request

- If program extends beyond 90 days, partial settlement should be submitted every 90 days

- Submit signed card log **or** payment receipts to cards@mailbox.sc.edu

Participant Card Sample Settlement Log

Research Program: ABC study
Administrator: John Doe
Request ID: 12345

Sequence #	Card Proxy ID	Card Value	Recipient Signature	Received Date
35	40123458	25.00		
36	40123459	25.00		
37	40123460	25.00		
38	40123461	25.00		
39	40123462	25.00		
40	40123463	25.00		
41	40123464	25.00		
42	40123465	25.00		
43	40123466	25.00		
44	40123467	25.00		
		250.00		

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Participant Anonymous Card Envelope
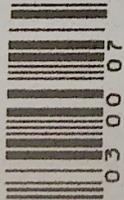
Business Expense Program Overview

- Prepaid debit cards are issued through Bank of America

- The cards can be loaded with values up to $10,000

- This card can be used for educational programs, participant electronic gift cards, and athletic per diems

- Cards can only be issued to employees

- Remaining funds can be unloaded by the Controller's Office

- Cards can be retained/reloaded for future requests

- BE card cannot be used for individual travel or any purchase subject to procurement

Business Expense Card Matrix

Card Program	Card Description	Card Details	Account Code	Required Documentation
Business Expense	To advance funds for: • Educational programs (e.g. study abroad, summer programs, etc.) • Participant electronic gift cards (e.g. Amazon, mTurk, etc.) • Athletic per diem	• Employees only • Funds belong to USC and remaining funds can be unloaded • Card is personalized • 7-10 day lead time, has a withdrawal option, it is reloadable, and maximum request amount of $10,000 per program	**Prepaid** 19011 **Expense** Varies per Charge	**Card Orders:** Business Expense Card Request Form **Settlement:** BE Card Settlement Form Food Memo required for acct code 53005 Receipts

Benefits of the Business Expense Card Program

- No need for cash advances
- No activation or card fees to the department
- PeopleSoft supplier set up no longer needed
- Orders processed within 7-10 days
- Cards are embossed with employee's name

Requesting Business Expense Cards

- Complete Business Expense Card Request Form

- Include IRB approval (only if using the BE card for participant cards)

- Email form and IRB approval to: cards@mailbox.sc.edu

- Allow 7-10 days for processing

- You will receive an email when requested card is ready to be picked up

Business Expense Card Request

Controller's Office
Business Expense Card Request Form

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Cardholder's Name:

Department Name:

Complete USC Office
Mailing Address:

Phone Number:

Requested Amount:

Date range funds are needed: _____ to _____

☐ New Card Request   ☐ Card Reload Request: Last 4 digits of card #

Intended Use of Card: *(Include IRB approval if purchasing electronic participant gift cards)*

Chartfields:

Operating Unit	Department	Fund	Account	Class	PC Business Unit	Project	Activity
			19011				

By signing below, I certify that:
• Business Expense card will be used only for intended purpose as specified on this form.
• The cardholder will maintain all receipts and records for proper reconciliation of all transactions.
• If settlement is not received by the due date or if funds are used for unauthorized expenses, the Payroll Department will deduct the outstanding balance from future payroll check(s).

Cardholder Signature: _____   Date: _____

Departmental Approval

Printed Name: _____   Phone: _____

Signature: _____   Date: _____

Please email this Request Form to cards@mailbox.sc.edu.

- -

Controller's Office Use Only:

Card Ordered: _____   Funds Loaded: _____

Card Received By: _____   Date Received: _____

Settling the BE Card

- Complete and submit the BE Settlement form
- Needs to be settled within 30 days of the ending period for the request
- Include all receipts and documentation (e.g. vendor receipts, list of participants in programs, list of gift card recipients, etc.)
- Include original signed BE Request Form
- A food memo must be submitted if using account code **53005**
- Send forms and all backup to cards@mailbox.sc.edu

Business Expense Card Settlement Form

Where to Find the Resources Referenced in this Presentation

Controller's Website – General Accounting – Webinars and Training:

http://sc.edu/about/offices_and_divisions/controller/

Contact Information

Cash Advance ⊖

- Cash Advance Settlement Forms

- Team Travel Advance Settlement Forms

- Grant Cash Advance Settlement Forms

For cash advance inquiries, email **cashadvc@mailbox.sc.edu**.

Prepaid Card Program ⊖

- Participant Anomynous

- Participant Registered

- Business Expense Card

For Prepaid Card Program inquires, email **cards@mailbox.sc.edu.**

Questions

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