

Operational Advance Checklists

Use these checklists to make sure you have completed all the necessary steps in processing an operational advance.

Requesting an Operational Advance*Mandatory*

- Promissory Note**
- Request Operational Advance (Disbursement Voucher)

Optional

- Pre-Encumber Operational Advance (Sponsored accounts: Not necessary. Sponsored Projects will do.)
- Non-Sponsored accounts: Optional. Use Pre-Encumbrance e-doc.)

Settling an Advance: Expenses Equal to Advance*Mandatory*

- Settle Advance (Distribution of Income and Expense)
- Attach original receipts to coversheet of the Disbursement Voucher used to *request the advance*. Mail the packet to FSO Operations at P.O. Box 210158, USB 402.

Optional

- Disencumber Advance (Non-Sponsored accounts only. Only if pre-encumbrance was done and reversal date was not included. Use Pre-Encumbrance e-doc.)
- Check that Advance is Disencumbered (Only if pre-encumbrance was done—General Ledger Entries)

Settling an Advance: Expenses Greater Than Advance*Mandatory*

- Settle Advance (Distribution of Income and Expense)
Expense Reimbursement for additional expenses (Disbursement Voucher)
- Attach original receipts to coversheet of the Disbursement Voucher used to request the expense reimbursement. Mail the packet to FSO Operations at P.O. Box 210158, USB 402.

Optional

- Disencumber Advance (Non-Sponsored accounts only. Only if pre-encumbrance was done and reversal date was not included. Use Pre-Encumbrance e-doc.)
- Check that Advance is Disencumbered (Only if pre-encumbrance was done—General Ledger Entries)

Settling an Advance: Expenses Less Than Advance*Mandatory*

- Settle Advance (Distribution of Income and Expense)
- Attach original receipts to coversheet of the Disbursement Voucher used to request the advance. Mail the packet to FSO Operations at P.O. Box 210158, USB 402.
- Repay Operational Advance (Cash Receipt)

Optional

- Disencumber Advance (Non-Sponsored accounts only. Only if pre-encumbrance was done and reversal date was not included. Use Pre-Encumbrance e-doc.)
- Check that Advance is Disencumbered (Only if pre-encumbrance was done—General Ledger Entries)