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)

2/22/13