

PROCEDURE

Effective Date: February 4, 2008

Revised: September 16, 2019

Approved By: Director of Financial Services

Authority: [POL-U5351.12](#)

See Also: [FRM-U5351.01B](#) Request to Accept Payment for a Short-Term Event Form
[PRO-U5351.01B](#) Authorizing a Short-Term Payment Receipt Location Procedure

PRO-U5351.12C

ADVANCING TEMPORARY CHANGE FUNDS TO DEPARTMENTS

Action by:

Action:

- | | |
|-------------------|---|
| Department | 1. Submits <i>Request to Accept Payment for a Short-Term Event e-form</i> (FRM-U5351.01B). |
| Financial Manager | 2. Reviews request and, if approves, follows routing on form. |
| Treasury Services | 3. Reviews request form for any issues and verifies form approved by financial manager. <ul style="list-style-type: none"> a. If form not accurate or complete, contacts Financial Manager for necessary information. b. If change funds are requested, approves form to Student Business Office. |
| | 4. Contacts requesting department for further instructions. |