

Advance Payment

- Refer to Board Policy # 6830 *Expense Reimbursement under VII. Advanced Expenses:*
“Upon 30 days prior application, advances of money for estimated expenditures for registration fees, travel, and lodging may be approved by the District Superintendent. Itemized vouchers showing actual expenditures are submitted after such attendance and monies advanced in excess of such expenditures are refunded to the BOCES. Expenditures in excess of such estimates are audited and paid by the BOCES. Where our officer or employee fails to return such excess advance at the time of submitting the itemized voucher or upon demand after audit of such voucher, the BOCES shall deduct the amount of such unreturned excess advance from the salary or other money owed the officer or employee by the BOCES.”
- **Important Note:** Please plan accordingly as this particular process will take time, hence the reason for the 30 days prior application. Each request must go through three approval levels. After the request is approved, it is forwarded to Accounts Payable for processing. A check will be released according to the Accounts Payable Check Schedule.
- Complete the Advance Payment-Request for Check form and attach documentation of the workshop, conference or field trip including the approved conference request.
- Submit the completed Advance Payment Request for Check form to the following for approval:
 - Supervisor
 - District Superintendent
 - Purchasing Agent
- After the Purchasing Agent approves the request, the paperwork is forwarded to Accounts Payable.
- The check will be processed according to the normal check schedule.
- The requestor should make arrangements with Accounts Payable for the day the check is released because the requestor is required to sign for the check as per the Advance Payment-Check Request Form. By signing the form, the requestor is acknowledging liability for the total amount of the advancement of funds.

- The check is to be kept in the safe until the requestor signs for the check.
- Original receipts are required for all allowable expenses.
- **Remember:** Advanced payments are **NOT** exempt from the ONC BOCES purchasing policies and guidelines. The requestor is liable for any unauthorized purchases.
- All original receipts and a reconciliation of unused funds are to be submitted to the Purchasing Agent immediately upon return.
- If there is a problem with the reconciliation of advanced funds, the requestor will be contacted about the problem. An invoice will be generated for any monies owed to ONC BOCES and sent to the requestor.

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