



Program Advance Request & Settlement Form

See page 2 for Program Advance Policy & Procedures

Check Request Date: _____	Date Check Needed: _____
Amount: _____	Check Payable To: _____
Requested By: _____	Attn: _____
Program: _____	Address: _____
Funding Source: _____	_____
Program Location: _____	Purpose: _____
Staff Phone #: _____	_____

Program Advance Request - Approval

Director Name (print) _____
 Director Signature _____
 AVP/VP Name (print) _____
 AVP/VP Signature _____

Program Settlement - Approval

Director Name (print) _____
 Director Signature _____
 AVP/VP Name (print) _____
 AVP/VP Signature _____

Mailing or Pick up Instructions:

Check Pick up by: Employee / Representative Representative Name: _____

Fiscal Department Use Only		(Attach copy of voucher to the check)	
Expense Allocation		Program Advance Settlement	
Expense category	Amount		
		Program Advance:	_____
		Less:	
		Expenses:	_____
		Due to employee	\$ _____
		(Over spent by employee)	
		Ck. No.: _____ Date: _____	
		Cash due to agency	\$ _____
		(Under spent by employee)	
Total Expense	\$ _____		



Program Advance Request/Settlement Policy and Procedures

Purpose of Program Advance

A program advance is an advance payment to allow an employee to make a pre-approved purchase to support the program and/or program clients. The program advance process allows an employee to request funds needed for a purchase. The program advance process requires the employee to pick up a program advance check in person at the finance office and to settle the advance in person at the finance office within 30 days of receipt of check.

Examples when to request a program advance:

- Client Assistance
- Residential Assistance
- Program Assistance – program's supplies or activities

Steps to request and to settle a program advance:

- 1) Fill out the Program Advance Request/Settlement Voucher form in its entirety.
- 2) Get approval from program director/supervisor and AVP/VP.
- 3) Make a copy of the form and hold on to the copy for the settlement process.
- 4) Send the form to the finance, accounts payable, office via email at invoices@centerffs.org.
- 5) Schedule an appointment with the finance office, accounts payable, to pick up the program advance check. Note: you will have 30 days from the receipt of the check to settle the program advance.
 - a. For pick up, please call Accounts Payable: (856) 651-7553 ext. 40254
- 6) The program advance receipt and settlement responsibility form confirmation (page 3) must be signed by the employee upon receipt of the program advance check.
- 7) Cash the check.
- 8) Make purchases within 21 days of receipt of check.
 - a. Ensure all purchases are made after the date on the check.
 - b. Use cash to make all purchases.
 - c. Keep all receipts.
- 9) Fill out a receipt summary form listing all purchases.
- 10) Get a Receipt of Goods form signed by client for all client assistance disbursements. Put original ROG form in client file. Keep a copy of the ROG form to turn in to the finance office with the receipts.
- 11) Get approval from program director/supervisor and AVP/VP
 - a. Get receipts approved and signed
 - b. Get receipt summary form approved and signed.
 - c. Get copy of Program Advance/Settlement Voucher form approved and signed.
- 12) Make appointment with finance office to settle program advance within 30 days after the date of check pick-up.
 - a. Please call Sandy Faber (856) 651-7553 ext. 40254 for an appointment
- 13) Turn in paperwork as listed in step #9 and step #10 – including all receipts, receipt summary form, Receipt of Goods forms - along with any remaining cash, to finance office to settle the program advance within 30 days of the receipt of the advance check.

Center for Family Services, Inc.
1 Alpha Ave
Voorhees, NJ 08043

Tel. (856) 651-7553
email: invoices@centerffs.org

**Program Advance check receipt and settlement responsibility
confirmation**

Employee Name: _____ Date: _____

I am in receipt of check number _____ in the amount of \$ _____ which represents an advance of funds by the agency to be utilized for approved agency purpose.

I understand that as per agency policy, acceptable documents for expenditures plus any unspent funds must be returned to the fiscal office within 30 working days of receipts of the advance.

I understand:

- All purchases are to be made in cash.
- I am responsible to keep and track receipts for all purchases and obtain signatures from my program direction and AVP/VP.
- I am responsible to obtain signed client Receipt of Goods forms to match all client assistance purchases.

If I do not comply with this policy by the date of the next regularly scheduled payroll submission, I authorize the agency to deduct any outstanding balance, without protest, from that paycheck resulting from the above payroll submission to satisfy this program advance. Refunds of any advances deducted due to failure to submit acceptable documents for expenditure from this advance, will be return on the next regularly scheduled payroll upon receipts of acceptable documentation, without exception.

Employee's Approval upon receipts of check

(This form must be signed by the employee if check is picked up by the representative)