



SECTION: Purchasing		POLICY #:	904
TITLE: Issuance of an Advance to an Employee or Vendor		PROCEDURE #:	
		ORDER #:	96-11
DEPT: Fiscal Services		DIVISION:	
ADOPTED: 4/84	REVIEWED:	REVISED:	1/96

**1.0 Purpose**

This policy and procedure sets forth the rules and guidelines for the issuance of an advance to an employee or vendor.

**2.0 General Policy**

There are times when it is necessary to issue an advance to an employee or vendor prior to receipt of evidence of an expenditure of appropriated funds. The following would be considered advances and are described in this policy.

- a. Salary Draw
- b. Travel Advance
- c. Sheriff's office Cash Draws
- d. Vendors

**3.0 Policy Guidelines/Procedures**

- a. Salary Draw

Employees of Marion County may request one advance against their earnings for a given month. The maximum amount of the advance cannot exceed 75% of the employee's wages earned on the day the advance is issued. The advance must be requested prior to the 24th day of the month.

- b. Salary Draft Implementation Procedure

To obtain a salary draw, an employee must complete a Salary Advance Form. This form must then be submitted to the supervisor or departmental payroll person. The supervisor or departmental designee, then forwards the form to the Payroll Section of Fiscal Services.

Payroll will verify that the amount is within policy guidelines (see #3.0 a) and then complete a Marion County Fund Claim. The Fund Claim will be given to the Accounts Payable Section for processing, and a temporary adjustment will

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be made to the employee's account to recover the advance when the payroll is processed.

### c. Travel Advance

Marion County employees may obtain a travel advance based on the following policy guidelines. All travel advance request forms must be approved by the Department Head. Department Head travel advances are subject to approval by Board of Commissioners. Budget limitations and those outlined in item 3.0 d below must be met. Out-of-state travel advance request forms must also be submitted to the Board fifteen (15) days prior to proposed travel. Budget limitations and those outlined in time 3.0 d below must be met.

Requests for advances in excess of the allowed amount require the approval of the County Administrative Officer as well as the Department Head. Justification for the exception should be submitted to the Administrative Officer by the Department Head.

### d. Travel Advance Implementation Procedure

If an employee needs a travel advance, a Travel Request Form and Fund Claim must be prepared indicating the amount of advance needed and what it covers. The form must be submitted five (5) working days prior to the time the check is needed. The County will advance a per diem of \$31.00 per day for subsistence, plus registration and transportation if paid by the employee. A Travel Request Form and Fund Claim must be prepared for advance reservations (requiring deposits) and registration fees in those instances where the payment is to be made to the hotel or conference. (The County pays single room rate.)

A Travel Request Form and Fund Claim must be prepared for transportation if the employee is using his/her personal vehicle, and when the employee pays for his/her own transportation. A copy of the transportation billing should be submitted with the above mentioned travel request form.

Travel Request Forms and Fund Claims submitted under the above circumstances must be submitted no later than five (5) working days prior to the time the funds are needed. If a check has to be mailed, submit the Travel Request Form and Fund Claim seven (7) working days prior to the time the funds are needed.

All funds issued in the above circumstances will be considered as a Salary Draw to the employee. The employee must submit proper supporting documentation with the expense report.

### e. Sheriff's Office Cash Draws

There are times when an officer of the Sheriff's Department is involved in an investigation of criminal activity that requires the use of a flash roll or other funds to cover expenses involved in the investigation and to protect the identity of the

officer. It is County policy to permit this draw provided the following procedures are completed.

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### f. Sheriff's Office Cash Draw Implementation Procedure

A Sheriff's Department Cash Advance Request Form must be completely filled out and signed.

If the amount requested is under \$500.00 the Undersheriff may sign the request. If the request is over \$500.00, the Sheriff's signature is required.

A Fund Claim and a Cash Advance Form must be prepared and marked as an assignment with the date required and submitted to Fiscal Services for processing. If the situation requires confidentiality within the Sheriff's Office, Fiscal Services will prepare and process the Fund Claim upon receipt of a completed Cash Advance Form.

When the warrant is received by the Sheriff's Office, the office may cash it at a financial institution. Arrangements should be made for the financial institution to hold the warrant until the assignment is completed.

If the advance is a flash roll, or if money is returned, it must be returned to the financial institution at completion of the assignment. The warrant should be obtained and returned to the Sheriff's Office. The Sheriff's Office shall properly return the warrant to Fiscal Services. Any departure from the above procedure should be reported to and approved by Fiscal Services.

Note: A copy of any cash receipts and an accounting in the funds should be sent to Fiscal Services.

### g. Vendor's Advance

It is Marion County policy that vendor advances are permitted only under exceptional circumstances. Such an advance must be approved by the Department Head.

### h. Vendor's Advance Implementation Procedure

Department Heads must submit documentation to Fiscal Services indicating an advance payment is a requirement of purchase, along with written justification of the purchase. The documentation and justification must be attached to either a Fund Claim or Purchase Order. Upon receipt of the above documentation, Fiscal Services will process the advance payment.

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