



MEMORANDUM

To: Vice Presidents of Financial and Administrative Services
From: Greg Lehman, VCCS Assistant Controller
Date: February 8, 2017
Subject: No Cash Advance Processing in Chrome River

The Chrome River Travel and Expense System currently being designed and built will not include the processing of cash advances from within the system. This is a change from what was presented from the Travel and Expense workgroup at the September 29, 2016 VP Meeting. The change is necessitated by the complexity of building an interface to AIS to properly handle cash advances for a relatively low volume of transactions. In addition, our current interface to Cardinal does not support the processing of cash advances and the Department of Accounts has disapproved our proposed workaround.

Should your college still have a need for cash advances, these must be paid out of local funds and the processing must be handled external to the Chrome River System. In lieu of issuing cash advances, I would recommend using purchasing cards and prepaying allowable items to negate the need for the advances.

Please contact a member of Fiscal Services with any questions on this.

Thank you.

A handwritten signature in black ink, appearing to read "Greg Lehman", is written over a horizontal line.

cc: Donna VanCleave
Randy Johnson
VCCS Business Managers