

**KENNESAW STATE UNIVERSITY**  
**PROJECT ADVANCE FUND REQUEST FORM**  
(Sponsored and Non-Sponsored projects)

School/Department/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION I: ESTABLISH A FUND**

Custodian: \_\_\_\_\_ KSU ID: \_\_\_\_\_

Purpose of Fund (should include a reason for why the fund is needed): \_\_\_\_\_

If using Human Participants, IRB approval is required. Using Human Participants  IRB approval/Informed Consent attached

Requested Amount of Fund: \_\_\_\_\_ Speed Chart: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Project requires anonymity of subjects: No  YES  (if yes, attach memo explaining reason for anonymity)

**SECTION II: FUNDS AGREEMENT**

I, \_\_\_\_\_, as Custodian for the above referenced Project Advance Fund, hereby acknowledge request of funds to be advanced in the amount of \$ \_\_\_\_\_. I understand and agree that these funds may only be used for the expenses related to this account as described above. I further acknowledge and agree that all uses of these funds must be properly documented with original receipts and/logs which document its proper use. I understand that I am responsible for ensuring that the budget of the project from which these funds are drawn is adequate to cover all funds drawn down. I agree to account for all funds and close out this Project Advance Fund within 30 THIRTY DAYS OF THE PROJECT END DATE listed above. I understand that I am personally responsible for the proper safekeeping and use of said funds, and that I may be held personally liable for unauthorized expenditures, shortages and losses resulting from negligent management of the funds. Funds that are not accounted for or returned within 15 days of notification will be collected through payroll deduction. Further, I understand that improper use of funds could result in disciplinary action, up to and including termination.

\_\_\_\_\_  
(Custodian Signature) (Title) (Date)

**SECTION III: ADMINISTRATIVE APPROVAL**

I approve the designation of \_\_\_\_\_ as the custodian of the above stated Project Advance Fund.

Approved By: \_\_\_\_\_  
(Pi/Dept. Head – Print Name) (Signature) (Date)

**SECTION IV: SPONSORED PROPOSALS & AWARDS (Sponsored) or UNIVERSITY INITIATIVES (Internal Awards) APPROVAL**

Approved By: \_\_\_\_\_  
(Director or VP - Print) (Signature) (Date)

**SECTION V: OFFICE OF HUMAN RESOURCES**

Name: \_\_\_\_\_  
(HR Representative – Print Name) (Signature) (Date)

**SECTION VI: OFFICE OF FISCAL SERVICES APPROVAL**

Approved By: \_\_\_\_\_  
(Controllor/Designee – Print Name) (Signature) (Date)

## PROJECT ADVANCE FUND REQUEST INSTRUCTIONS

1. The person who will serve as the fund/account custodian must contact the Controller or designee - Office of Fiscal Services to establish the fund. The requestor/custodian will be required to describe the nature and purpose of the project activities, the anticipated project expenses, and the project timeline so that the Office of Fiscal Services can confirm that the use and amount of the Project Advance Fund is appropriate for the purposes intended.
2. Once the Office of Fiscal Services provides pre-approval to proceed with setting up a Project Advance Fund, the custodian may complete Sections I and II of the *Project Advance Fund Request Form* ("Form").
  - Section I "*Requested Amount of Fund*" is the amount that will equal the initial advance and is also the maximum sum that may be obtained with any individual replenishment request.
  - Section II on the Form consists of a Funds Agreement that must be signed by the Custodian.
3. The Principal Investigator, Project Manager or Fund Custodian must obtain the signatures required on the Form. For sponsor-funded projects, required approvals are the Principal Investigator (PI)/Project Director and the Director or Vice President of Research Services. For other projects, the required approval is the Department Head.
4. When all signatures are obtained, the PI/Custodian will submit a Payment Request and the completed form to Accounts Payable in Office of Fiscal Services for Controller or designee approval using account code 132911.
5. A check or an electronic funds transfer (EFT) will be issued to the Custodian. If it's an EFT, the funds will be sent to the custodian's personal bank account in the amount requested on the Form. Allow three business days for the funds to become available in the bank account.