

## **Meal Money Guidelines**

Meal money is used for Stockton athletes traveling to games, competitions, meets, etc.

### Pcard

The P card should be used for meal money. Coaches and assistant coaches who are full-time Stockton employees may request a University P card in their name by completing the P card application:

<https://stockton.edu/accounts-payable/documents/PCardAgreeForm-2.2022.pdf>

Prior to an athletic event where meal money will be needed, a Chrome River pre-approval must be completed. A copy of the fully approved Chrome River pre-approval should be forwarded to [Pcard@stockton.edu](mailto:Pcard@stockton.edu) with a request for the appropriate dollar amount to be placed on the card and the date(s) for which it is needed.

The meal money transaction in Works must be reconciled with 14 days of the posted date. A transaction will be considered reconciled when an event flyer, list of students who participated in the meal, and itemized receipt exactly matching the dollar amount of the posted transaction are attached to the transaction and it is signed off by the accountholder or proxy.

### Cash

Use of cash for meal money is an exception and must be reviewed and approved by the Divisional Executive on a case-by-case basis. If the P card is used for a meal, cash should not be disbursed to the students for the same meal.

All cash exception requests must be received by the Divisional Executive, with notice to Accounts Payable and the Bursar's Office, at least 7 calendar days prior to the event. A direct pay with attached approval of the Divisional Executive will be processed by Athletics including the Chrome River number

### Cash reconciliation

The total cash requested in the advance is to be reconciled. Cash disbursed to Athletic department personnel, cash given to student athlete must sign an acknowledgment/receipt of the cash amount and date received. Any leftover cash must be returned to the Bursar's office, a receipt obtained by the Bursar must be included in the reconciliation of the advance. The reconciliation must be completed and submitted to Disbursement Services within 10 business days of the event. The reconciliation will be considered complete when a full accounting of all the monies disbursed has been received by Accounts Payable, including a signature from each student receiving cash, a signature from the coach(es) who disbursed the cash, and the Bursar's receipt if any monies were returned.