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E-Billing Fact Sheet

Cash Advances

Salmon Recovery Funding Board Only

Cash advances are allowed in certain Salmon Recovery Funding Board grant programs.

STEP 1: Become eligible to request a cash advance.

To request a cash advance, complete a Cash Advance Agreement form, available on the RCO Web site at <https://rco.wa.gov/recreation-and-conservation-office-grants/post-award-info/billing/>. You must renew this form every 2 years. Send the completed form to your RCO grants manager.

STEP 2: Request a cash advance by completing a bill in PRISM Online.

1. Start a new bill. In "Billing Setup," leave the billing period blank.
2. Enter a billing scope that clearly describes what the advance will pay for.
3. Under "Billing Scenario," select "This is a request for an advance" and include the advance amount.
4. Select "Certify & Submit," check billing for errors, then submit.

Unlike other billings, there are no cost pages for an advance.

Two figures are tracked for grants: The approved amount and the payment amount. When an advance is paid, PRISM increases the payment amount but does not record any additional approved costs. The approved and payment amounts are usually the same, but when an advance is outstanding those amounts are not equal.

BILLING #8 DETAILS Home > Billing Wizard > Setup Payment Calculation \$15,000.00

PROJECT: 12-1711 RST, SAN JUAN COUNTY CREOSOTE PILING REMOVAL PROJECT
 Sponsor: Friends of the San Juans Program: Salmon Federal Projects Project Status: Active

Billing #: 8 Draft Date: 03/09/2015 Billing Status: Draft [Click here to start Final Report](#) Save Next

No errors found, good job!

BILLING SETUP
 Enter or check all appropriate information related to this billing.

BILLING PERIOD
 Enter the beginning and ending dates during which the costs were incurred.
 From To

SPONSOR INVOICE NUMBER
 Enter your internal invoice reference number for this billing if applicable.

STATEWIDE VENDOR NUMBER
 Suffix

BILLING SCOPE
 Enter a brief description of the work included in this billing.
 Cash advance to pay contractor XYZ for work to be done in April, May.

BILLING SCENARIOS
 Check any that apply. If none apply do not check any.

This billing includes pre-agreement costs.

This is a request for an advance.

If an advance is requested, please provide an explanation above as required to be on file with RCO.
[SFRB Cash Advance Policy](#)

Advance Amount

This is an adjustment billing with no new costs.
 This is the final billing for this project.

FB Cash Advance Agreement is

STEP 3: Reconcile the advance.

You are required to complete a bill in PRISM Online documenting your actual costs, RCO share of those costs, and your match by the due date. The due date is the advance term (30 days or 90 days) plus 30 days. The advance must be fully spent, or the unused portion must be returned to RCO by the due date.

Once the costs are reported, PRISM Online will record the approved amount. At this point, the approved amount will match the payment amount. **Please contact your grants manager if you have questions about reconciling your advance.*

Other Important Information

- There are consequences for noncompliance with RCO's cash advance policy (See RCO *Manual 8, Reimbursements*).
 - You may use the Dashboard "Outstanding Advances" to track your advance. This dashboard shows the due date for the advance.
5. Review *Manual 8, Reimbursements* for detailed rules. The manual is online at <https://rco.wa.gov/wp-content/uploads/2019/07/Manual8.pdf>.