** Research Advance**

**Substantiation of Cash on Hand**

**(Form AP-7)**

**Instructions:**

No less than every four (4) months, the Principal Investigator (PI) for an outstanding Research Advance must substantiate all expenses to date and either deposit unsubstantiated cash or provide this form to substantiate the cash on hand. This form is utilized for the substantiation.

The form must be certified by the PI’s Chair (or equivalent position) or higher and must be accompanied by a fully completed Form AP-6, *Research Advance Reconciliation Form*.

Should you have questions or need assistance, contact the Accounts Payable Office at 245-2777 or [payables@txstate.edu](mailto:payables@txstate.edu).

|  |  |  |
| --- | --- | --- |
| **Research Advance Information** | | |
| **Principal Investigator** | **Project Name** | **Use of Funds End Date** |
|  |  |  |
| **Amount of cash on hand remaining from the Research Advance** | | **Date of Certification** |
| $ | |  |

**CHAIR (OR EQUIVALENT POSITION) CERTIFICATION**

On the above date of certification, the Principal Investigator for the project specified above appeared before me with the cash on hand remaining from their Research Advance. I hereby certify that I verified the amount of cash in the PI’s possession on this date.

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Signature Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Date