



Our ***Cash Advancement*** Receipt Policy

*We prefer to direct pay a vendor or reimburse from a receipt. However, when cash advances are requested, please be aware of follow the following policy*

- a) Receipts and Verifications (***Advancement of funds***)
  - i) If a distribution request is approved, the **Personal Representative** must provide the following documentation to the Executive Director **within 90 days** of the approval of the distribution request:
    - (1) Receipts and verifications proving how the distributed funds were used by the Personal Representative, to show that the funds were used in the manner listed on the distribution request form and for allowable expenditures; or
    - (2) A written explanation detailing why the Personal Representative was unable to provide receipts and verifications by this deadline. Failure to provide all receipts may result in the loss of ability to receive advancement of funds (direct payments to vendors and reimbursements would still be permitted). We provide “**Lost Receipt**” form on our website for use in this case.
  - ii) If the Personal Representative does not provide all of the receipts and verifications within the prescribed time, (or if the Personal Representative fails to provide a written explanation) by the 90-day deadline, or if the Disability Foundation determines that the Personal Representative’s written explanation was not sufficient or did not warrant an extension of time, then:
    - (1) The Disability Foundation will not approve or make any further advance distributions from the account.
- b) This does not prevent distributions directly to a vendor, a service provider or reimbursement of expenditures.