



State of Arizona
Department of Education

Cash Advance: Frequently Asked Questions

Processing a Cash Advance

Q: Where can the Cash Advance application be found?

A: School Finance Systems home page URL: <https://paymentsystems.azed.gov/>. Under Applications, select Payment Systems, then from the School Finance Systems menu, click Cash Advance.

Q: Will the Cash Advance need to be added as an ADEConnect user role?

A: Please contact your Entity Administrator to grant access to the SF Payment Systems- Cash Advance user role. District entity admin login into the <https://adeconnect.azed.gov/>.

Q: If my file was rejected for errors within my attached documents, can I use “Copy From Previous Request” to create my amended request?

A: No, a new request will need to be completed to correct any errors in the uploaded documents. If a request was rejected due to errors in the entered data, then the “Copy From Previous Request” can be used to correct those errors.

Q: Is there a required format for the uploaded documents, and which documents are needed to complete the request?

A: Yes, the uploaded documents must be uploaded as a PDF. There are two documents that are required to accompany to request.

1. A signed formal letter of the request that must include the following statement:
“Under the provisions of A.R.S. § 15-973, Subsection C, and by resolution of the Governing Board, _____ District requests an advance of state aid in the amount of \$_____ in order to alleviate the projected cash deficit as shown on the attached Cash Flow Analysis. The district is need of an advance payment due to: __ Low ending fund balance from prior year. __ 3-Payroll month. __ Property Tax collections low leading up to November and March. __ State Aid Rollover in the amount of \$_____”
Other: _____

_____”
2. Board Meeting Minutes/Resolution where the request was approved.



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Q: When my Cash Advance is distributed will those monies change the BSA percentage paid per month?

A: Yes, once a Cash Advance has been approved, the distribution of funds will increase the YTD paid percentage for that LEA. An LEA cannot exceed 75% of their total State Aid before the May payment.

Q: Is there a deadline to submit a Cash Advance?

A: Since an LEA cannot exceed 75% of their total State Aid before the May payment. The last opportunity to receive a cash advance is in the April apportionment payment; therefore, final cash advance requests must be received by the first week of February

Q: If the requested cash advance amount is indicated on the required letter, will the LEA need to enter that amount in the system to have the request approved?

A: Yes, question 17 will ask for the requested amount, and this is required to submit the request.

Q: With the prior request form, I could mark "Yes" that my LEA "intended to include interest expense for registering warrants or net interest expense" (question 4) and continue with my request for a Cash Advance approval. Is the same true for the new request process?

A: No, question 21 is asking if you are requesting this Cash Advance for the sole purpose of claiming Registered Warrant Expenses, marking "Yes" will record the request but will not submit for actual consideration of an advance. A request is required to claim Registered Warrant Expenses (but an advance does not need to be awarded).