



CASH ADVANCE REQUEST FORM

(used to request funds PRIOR to event)

Today's Date: _____

Submit To: **Business Office**

CASH Received By: _____

Amount of CASH Received: \$ _____
(not to exceed \$20.00)

For Expenses Incurred: (Dates of Event or Travel) _____

ACCOUNT NUMBER: _____

EXPLANATION OF EXPENSE: _____

Requested by: _____

Budget Officer Approval: _____

**By signing I agree to clear the advance within 15 days of the event date.
Failure to comply with policy could result in expense being disallowed
and/or being recognized as taxable income to the employee.
Cash advances must be cleared with the proper paperwork and
returned to the Business Office.
Employees shall not make multiple advance requests to avoid
adhering to the \$20.00 limit.**