



Cash Advance Request and Reconciliation Form

Please see reverse side for instructions.

Cash Advance

To be completed by department: Submit to Financial Services Teller for Advance

Advancee Information:

Name _____ Date _____
 Address _____ Reason for advance _____

Signatures

Phone _____ Date _____

Advancee _____

Budget officer/Department head _____

1. Amount Requested

\$ _____
 (limited to \$1000.00)

Notes

Advances must be reconciled and reported to Accounts Payable within 30 days of issue.
 Receipts and invoices **must** be presented to support uses of cash with reconciliation below.

Reconciliation

To be completed by department: Submit Reconciliation to Accounts Payable

Uses of cash must be supported by receipts/invoices (please attach).

Uses of cash advance—Description*	Receipt/invoice attached (✓)	12-digit account number x-x-xxxxx-xxxxx	Amount
2a.	<input type="checkbox"/>		
b.	<input type="checkbox"/>		
c.	<input type="checkbox"/>		
d.	<input type="checkbox"/>		
e.	<input type="checkbox"/>		
f.	<input type="checkbox"/>		
g.	<input type="checkbox"/>		

**Please see your purchasing coordinator
or Financial Services
for multi-copy cash advance forms.**

* Uses of cash must be supported by receipts/invoices (please attach).

Signatures

Date _____

Purchaser _____

Budget officer/Department head _____

Vice President/Provost/Seminary President (if unsupported uses of cash >\$25.00) _____

3. Total amount spent (lines 2a–g) _____

4. Original advance (line 1 above) _____

If 3 < 4; Enter cash returned _____

If 3 > 4; Enter amount due † _____

† Accounts payable will issue a check to the advancee.

For Financial Services Use:

	Initials	Advanced issued	Cash returned	Receipts/returned	Totals (footings)	Accounts charged	Cash received	Date
Date received A/P	Teller	_____						_____
_____	A/P clerk		_____	_____	_____	_____		_____
	Teller						_____	_____
	Controller					_____		_____

**Please see your purchasing coordinator or Financial Services
for multi-copy cash advance forms.**

INSTRUCTIONS

Cash Advance Request Portion

- Date** Enter the current days' date MM-DD-YY.
- Name** Enter advancee name.
- Address** Enter advancee address (generally campus address).
- Reason for Advance** Identify the anticipated use of the cash.
- Amount Requested** Enter amount of this advance.
- Advancee** The signature of the advancee is required here.
- Budget Officer** The signature of the budget officer is required here. Cash advance forms will **not** be processed without budget officer's signature.
- IMPORTANT**
1. This form should only be used for Cash **Advances**.
 2. Cash Advances **must** be reconciled within 30 days of issuance.
 3. Receipts/Invoices **must** be presented to support uses of cash.

Reconciliation Portion

- Description** Enter description of item(s) purchased.
- Receipt/invoice attached** Check (✓) if receipt or invoice is attached.
- Account** Enter the twelve-digit account number with delimiters X-X-XXXXXX-XXXXX.
Incomplete or inaccurate account numbers will necessitate returning the cash advance reconciliation for clarification and cause a delay in closing the cash advance.
- Amount** Enter the line item amount.
- Total amount spent** Enter the total of lines 2a–g. This is the total amount of cash spent.
- Original advance** Enter the amount of the original advance on line 1, located at the upper part of the form.
- If 3<4** If line 3 is less than line 4 (cash spent is less than the original cash advance), return this amount to Accounts Payable along with the properly completed yellow copy of the Cash Advance Form.
- If 3>4** If line 3 is greater than line 4 (cash spent is greater than the original advance), enter the amount due to you. Accounts Payable will issue a check for this amount.
- Advancee** The signature of the advancee is required here.
- Budget Officer/Department Head** The signature of the budget officer/department head is required here. Cash Advance Reconciliation Forms will **not** be processed without the budget officer/department head signature.
- Vice President/Provost/
Seminary President** The signature of the Vice President/Provost/Seminary President is **required** if uses of cash not supported by invoices/receipts exceeds \$25.00.
- IMPORTANT** Receipts/Invoices **must** be presented to support uses of cash. Cash advances should **not** be used as a cash reimbursement for an out of pocket expense already incurred (see claim for Reimbursement Form). Cash advances should **not** be used to compensate individuals with cash (see Honoraria Form).