

Cash Advance Record
Based on Estimated Expenditures

\$ _____ Administratively Approved By: _____

Check Number _____ Disbursed from: _____

Receipt of Advance

I acknowledge receipt of \$ _____, as an advance for the purpose of

I accept liability for the funds advanced and will return cash and/or proper documentation for expenditures equal to the amount advanced.

Date Signature of Recipient

Settlement of Advance

I acknowledge settlement of the cash advance receipted above as follows:

Cash Returned (Receipt #) _____	\$ _____
Expenditure Documentation _____	_____
Total _____	_____
or Amount Due Recipient _____	\$ _____

Date Signature of Treasurer