

Cuyahoga Heights Schools

CASH ADVANCE FORM

COMPLETE SECTION A. (BELOW) AND SUBMIT THIS FORM TO THE TREASURER'S DEPARTMENT TO RECEIVE A CASH ADVANCE AFTER RECEIVING A PURCHASE ORDER FOR THE ADVANCE

A. REQUEST FOR ADVANCE

PO#: _____

Cash Advance Amount: _____

Employee requesting the advance: _____

Reason for the expenditure: _____

Supervisor's Approval: _____

B. RECEIPT OF ADVANCE

I acknowledge receipt of \$ _____ /Check Number # _____ as an advance for the purpose of:

I accept pecuniary liability for the funds advanced and will return cash and/or proper receipts for expenditures equal to the amount advanced. I understand all receipts need to be attached to a completed Receipt Reimbursement Form and submitted to the building principal for approval.

Date: _____ Employee Signature: _____

C. SETTLEMENT OF ADVANCE

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

Cash advanced \$ _____

Less Cash returned (Receipt # _____) \$ _____

Less Total Expense Documentation/Receipts \$ _____

Total: \$ _____

(Amount due Recipient - if any) \$ _____

Treasurer Signature: _____

Date: _____