

St. Olaf College

Department Event/Employee Cash Advance Request Form

Cash advances are intended to enable departments to have cash on hand for events, which will be returned to the Business Office upon completion of the events. Employee cash advances can not be used to pay personal services of any nature and will not be given to an employee with an outstanding advance balance.

Date: / /

Department Name: _____

Requestor: _____

Email: _____

Phone: _____

Unit #: 10- -11650
 company unit account

Reason for expenses: _____

Dates of expenses: _____

Approver Name: _____

Approver Signature: _____

Date

Denomination of funds needed:

	<u>Dollar Amount</u>
Quarters (in \$10 increments): _____	
Dimes (in \$5 increments): _____	
Nickels (in \$2 increments): _____	
Pennies (in \$.50 increments): _____	
	\$1's: _____
	\$5's: _____
	\$10's: _____
	\$20's: _____
	Other: _____
Total Advance Amount:	

PLEASE NOTE: The Approver must be different from the Requestor.

By signing below, I agree to account for this advance **within ten days** of the dates of expenses as indicated above, either by returning the advanced funds or with adequate receipts.

Received Funds: _____

Signature	Print Name	Date
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Instructions for return of advance:

Fill out "Advance Return Form" and bring to Business Office with any remaining money from the advance.

Business Office Use Only		
Date Returned:		/ /
Amount Returned:		\$