

**CASH REPORT COVER SHEET
THE SMITH CENTER**

Reset Form

Name _____ Program _____

Fund _____ Cost Center _____ Account 11650

**Amounts in
U.S. Dollars**

Advances:

Checks _____

ATM Advances from Credit Card _____

Foreign Currency Advance (in US Dollars) _____

Funds wired abroad to instructor _____

Unconverted foreign currency from SC (from prev year) _____

TOTAL ADVANCES:

Accounting:

Amounts returned (including TC) _____

Deposit 1 _____

Deposit 2 _____

Deposit 3 _____

Deposit 4 _____

Unconverted Foreign Currency Returned _____

Due from Employee for Personal Expenses _____

Total Cash Expenditures from Attached _____

TOTAL ACCOUNTING (should = advance):

DIFFERENCE (should = \$0):

Note: Loan receivable from student included in expenses Name _____ Amount _____

By signing below, I understand that I am accountable for verifying the following items:

- _____ *The employee has returned any excess advance to the college*
- _____ *There are no amounts due to the employee by the college*
- _____ *I have verified that all expenses related to the advance are valid St. Olaf business expenses*
- _____ *I have proper documentation to substantiate all unreturned funds from the advance (including detailed receipts, names of all parties at meals, etc.)*
- _____ *The total advance amount above that is not being returned can be expensed to 68900.*
- _____ *I have and will keep the documentation to substantiate these expenses according to St. Olaf retention guidelines (keep for approx 7 years after fiscal year end)*
- _____ *Summary for these expenses is attached to this form*

Approver Signature

Date