

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 _____