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:	1	1		Denomination of funds needed:	
				<u>Dollar A</u>	<u>Amount</u>
Department Name:				Quarters (in \$10 increments):	
Requestor:				Dimes (in \$5 increments):	
Email:				Nickels (in \$2 increments):	
Phone:				Pennies (in \$.50 increments):	
Unit #:	10-		-11650	\$1's:	
	company	unit	account		
Reason for				\$5's:	
expenses:					
Dates of				\$10's:	
				\$20's:	
Approver Name:				Other:	
Approver Signature:					
Approver Signature:				Total Advance Amount:	
Approver Signature:			Date	Total Advance Amount:	
			Date		
PLEASE NOTE: The Approv	er must be o	different	Date	questor.	
PLEASE NOTE: The Approv	er must be o	different	Date		
PLEASE NOTE: The Approv	er must be o	different s advan	Date t from the Recee within ten	questor. days of the dates of expenses	
PLEASE NOTE: The Approv By signing below, I agree to a as indicated above, either by I	er must be on the count for the returning the	different s advan advance	Date t from the Rec ce within ten ed funds or wit	questor. days of the dates of expenses	
By signing below, I agree to a as indicated above, either by	er must be o	different s advan advance	Date t from the Rec ce within ten ed funds or wit	questor. days of the dates of expenses	
PLEASE NOTE: The Approv By signing below, I agree to a as indicated above, either by I Received Funds: Signature Instructions for return of advance	er must be of count for this returning the	different s advan advance	Date t from the Rec ce within ten ed funds or wit Print	questor. days of the dates of expenses th adequate receipts.	
PLEASE NOTE: The Approv By signing below, I agree to a as indicated above, either by I Received Funds: Signature Instructions for return of advance	er must be of count for this returning the	s advance advance	Date t from the Rec ce within ten ed funds or wit Print	days of the dates of expenses th adequate receipts. Name Date any remaining money from the advance.	
PLEASE NOTE: The Approv By signing below, I agree to a as indicated above, either by I Received Funds: Signature Instructions for return of advance	er must be of count for this returning the	s advan advance	Date t from the Rece within ten ed funds or with Print ess Office with	days of the dates of expenses th adequate receipts. Name Date any remaining money from the advance.	