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:	/	/		Denomination of funds neede	ed:
5					Dollar Amount
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:				\$10's:	
Dates of expenses:				\$20'c-	
скропосо.			_	Ψ20 3.	
Approver Name:				Other:	
Approver Signature:				Total Advance Amount:	
			Date		
PLEASE NOTE: The Approv	er must he c	lifferen	t from the Re	auestor	
				days of the dates of expenses	
as indicated above, either by	returning the	advanc	ed funds or wi	th adequate receipts.	
Received Funds:					
Signature			Prin	Name Date	
Instructions for return of advance Fill out "Advance Return Form		o Busine	ess Office with	any remaining money from the advance	
			Business Office U	Jse Only	
			Business Office L Date Returned:	Jse Only	1 1