

**ALBION COLLEGE**

**CASH ADVANCE FORM**

ACCOUNT NUMBER

**11000-13099**

1. Cashier, Please Pay: \_\_\_\_\_  
Person Receiving Cash Advance

2. KC Box: \_\_\_\_\_ 3. Vendor Number: \_\_\_\_\_

4. Amount: \_\_\_\_\_

5. Approved By: \_\_\_\_\_ 6. Date: \_\_\_\_\_  
Director/Department Head/VP

7. Reason for Advance and Date(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Cashier=s Approval: \_\_\_\_\_  
(If \$ 50.00 or less)

Business Office Approval: \_\_\_\_\_  
(If over \$ 50.00)

Receipt of Above is Hereby Acknowledged \_\_\_\_\_  
Signature of Cash Advance Recipient

My signature directly above also indicates my understanding that this cash advance form must be reconciled with a reimbursement report within 5 days of returning from the travel or event. I understand that future reimbursements will be held should this cash advance remain outstanding more that 5 days after returning. In addition, the appropriate department head or VP will be enlisted to assist in the collection of cash advance.

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: **Original** - Accounting Office

**Copy** - Return to Accounting Office with Expense Report Attached

**Copy** - Department Copy

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