

Route to: Payroll Services

Please mail payments (if not payroll deducted) and correspondence regarding this account to Budget & Finance Office.

FOR BUDGET & FINANCE OFFICE USE ONLY

CASH ADVANCE

List of all expenditures on file in the Budget and Finance Office.

Date	Signature (Budget & Finance Office)
Was all money distributed and accounted for?	Yes No
\$ _____	Original Advance
\$ _____	Disbursed
\$ _____	Balance/Expense report
\$ _____	Redeposited Funds CRV# _____
\$ _____	Remaining Balance