

THE GOVERNOR'S SCHOOL FOR THE ARTS

REQUEST FOR CASH ADVANCE

Use this form to request a cash advance for supplies, equipment, or other expenses to be paid either from a departmental activity fund account or from the operating budget petty cash account. Be sure to specify both the department and the specific account to be charged. Receipts, invoices, or register tapes must be provided to document the expense. If the actual expense is less than the advance the difference must be repaid.

Department:	Date:
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Pay To:

Describe the expense for which the advance is requested:	Amount	Account

Signed: (Department Chair/Office Manager)	Approved: (Executive Director)
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I acknowledge receipt of Check # _____ in the amount of \$ _____ dated _____.

Signed: _____ **Date:** _____

Adjustments		
Amount of Cash Advance	\$	
Actual Expense	\$	
Amount to be Repaid: (If Expense is Less Than Advance)	\$	
Additional Amount to be Reimbursed: (If Expense is More Than Advance)	\$	

Cash Advance Posted	Adjustments Posted