**CASH ADVANCE RECORD**

Based on Estimated Expenditures

Amount Requested: $ Administratively Approved by:

Check #:\_\_\_\_\_\_\_\_\_ Disbursed From:

RECEIPT OF ADVANCE

I acknowledge receipt of $ an advance for the purpose of

I accept pecuniary liability for the funds advanced and will return cash and/or proper documentation for expenditures equal to the amount advanced.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please cash as*

*$ in ones*

*$ in fives*

*$ in tens*

*$ in twenties*

*$ in coin*

SETTLEMENT OF ADVANCE

I acknowledge settlement of the cash advance receipted above as follows:

Cash Returned (Receipt #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expenditure Documentation $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total or Amount Due Recipient $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When justified for travel or other purposes, cash advances may be made by check provided funds are available in the specific account to individuals based on estimated expenditures (to the best of ones’ ability). The expenditure voucher will clearly indicate that the transaction is a cash advance based on estimated expenditures and will indicate the purpose of the advance and have prior administrative approval. The cash advance will be accounted for in the fund accounts for which the advanced funds are to be expended and on a Cash Advance Record in a format similar to that illustrated above.

The recipient of the advance will receipt for the funds on the Cash Advance Record illustrated, and the record will be placed in a suspense file until final settlement of the advance. The treasurer should review the file at least monthly and initiate follow-up action necessary to assure that advances are settled as soon as practicable.

Advances are settled by returning cash and/or expenditure documentation equal to the amount of advance. The district treasurer will complete the Settlement of Advance section in the presence of the person who received the advance, and will acknowledge settlement by signature in the space provided. Completed Cash Records Based on Estimated Expenditures will be filed together with documentation of expenditures.