CASH ADVANCE
(It is not necessary to issue a purchase order)

Issued to ___________________________ Date ________________
(Name of Payee)

Purpose of use (provide brief description)

Approved by ___________________________ Amount $ ____________ (★)
Principal’s Signature

Check number _______________.......................... Account __________________________

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I understand I am personally responsible for returning the itemized vendor receipts/invoices and/or the unused cash to the bookkeeper.

Signature ________________________________ Date ________________

CASH RECONCILIATION

Itemized receipts total (attach receipts to this form)......................... $ _______________

Cash returned: receipt ________________; date ______________ .... $ ______________ (+)

Additional amount due: paid by check number ______________ ......$ ______________ (-)

TOTAL $ ______________ (★)

(★) = amounts must agree

Above figures and documentation verified __________________________ Bookkeeper’s Signature