

Nebraska Wesleyan University

Cash Advance Request and Agreement

Person Requesting Cash Advance	
Person Responsible for Cash Advance - Cash Advance will be entered under this name	
Event Type/Name	
I hereby request a cash advance to be used for the following purpose	
GL #	

I request that this advance be ready for me by _____		
in the denominations as shown below.		
Date Cash Advance Will be Returned to Bus Ofc.		

Currency	Quantity	Total
\$ 20.00		
\$ 10.00		
\$ 5.00		
\$ 1.00		
\$ 0.25		
Other		
Total Cash Advance Requested		\$

AGREEMENT	
In requesting this advance, I acknowledge that this is a personal loan granted to me by NWU and hereby agree to the following terms and conditions:	
1) All advances must be returned to the Business Office within thirty (30) calendar days after the event	
2) Advances not returned will be charged to the GL # listed above or deducted from my salary in one total payment.	
Supervisor's Signature	
	Print Name
Date	

**Roll of quarters = \$10

	Name (Print)	ID #	Date
Picked up by:	Name (Signature)		

Business Office Approval to process Cash Advance as requested		Date
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Return Cash Advance to Business Office

NOTE: A copy of this Cash Advance must be returned with the money bag.

Bus Ofc
Initials

For Business Office Use Only							
Check given out	Date		Voucher #		Amount	\$	
Cash given out	Date		Receipt #		Amount	\$	
Cash brought back	Date		Receipt #	B	Amount	\$	
AP expense to budget	Date		Voucher #		Amount	\$	
CR of NWU check	Date		Receipt #	C	Amount	\$	