

# Departmental Cash Advance Approval Form

## A. Request Details

Department:	Date:	
Requested By:	Employee ID:	
Purpose of Advance:		
Amount Requested:	â,±	Date Needed:
Specific Use/Expense Details:		

## B. Certification

I certify that the cash advance requested above is necessary for official and authorized purposes, and all expenditures will be accounted for in accordance with established financial rules and regulations.

Requested By  
(Signature over Printed Name)

Department Head  
(Signature over Printed Name)

Finance Approval  
(Signature over Printed Name)

## C. For Accounting/Finance Use Only

Cash Advance No.:	Date Released:
Account Code:	Amount Approved: â,±
Received By:	

### Important Notes:

- All cash advances must be liquidated within the period specified by the finance department.
- Failure to liquidate or provide valid receipts will result in personal liability of the requesting employee.
- Multiple unliquidated cash advances may disqualify future requests.
- Attach all necessary supporting documents to this form before submission.