FRANKLIN & MARSHALL COLLEGE

Cash Advance Request Form

FY 16

Use this form when requesting a Cash Advance from the Cashier window. See the instructions on the next page.

Payee Name _____

Payee ID Number _____

Dollar Amount [ ]

Fund _____

Org _____

Account _____

Program _____

Activity _____

Location _____

Travel Dates

From _____ To _____

Purpose

- ○ Travel with students
- ○ Travel for business
- ○ Misc. Supplies
- ● Other

List Details-->

I certify that I am the supervisor of this employee and approve this cash advance for the use of F&M business. I understand that within 15 days upon completion of this trip or activity, it is my responsibility to review all receipts for proper business use as outlined in the Expenditure Policy.

Supervisor/VP

Printed Name _____ Signature _____ Date _____

Do not sign as the employee until after you have received and verified the cash amount. Your supervisor or VP must sign ahead of time to approve the cash advance.

I understand that this cash is being advanced to me as a personal loan to help accomplish F&M business. I agree that F&M may deduct any unpaid or unreconciled balance from my pay if not paid or reconciled within 15 days from completion of the travel or activity described above. I acknowledge that I have received the correct amount requested above and am responsible for these funds, and any unpaid funds are required to be returned to the Cashier window when reconciling the expenses.

Employee

Printed Name _____ Signature _____ Date _____

Cashier Window

Printed Name _____ Signature _____ Date _____

FRANKLIN & MARSHALL COLLEGE

Cash Advance Request Form FY 16

Use this form when requesting a Cash Advance from the Business Office. Do not use a purchase order to obtain a cash advance. See the instructions below.

Obtaining the cash

The cash advance form is required to be used:
-only for employees and cash will only be given to the employee. No exceptions.
-when cash is needed in advance of travel or for an event for miscellaneous expenses where a purchasing card cannot be used.
-when cash is needed in advance of travel for an employee that does not have a Purchasing Card.

This form requires the employee ***and*** *supervisor's signature before payment is made or the cash advance is cleared. The supervisor should sign the form prior to requesting the advance. The employee should sign the form at the Cashier window after cash has been received and verified.* ***Please take this form to the Cashier window to obtain the cash.***

Spending the funds

-All expenses must follow the expenditure policy for proper expenditures
-All expenses must be verified using original receipts with detailed descriptions. Copies are not acceptable.
-In the event a receipt is not available, please use the *Missing Receipt Form*.

Reconciling the Cash Advance

No cash advance will be cleared from an employee's name until all accounting of funds has been completed with the appropriate paperwork.

-Use the *Cash Advance Reconciliation Form* to reconcile the cash advance.
-Take that form, original receipts and leftover cash (if any) to the Cashier window. **Do not forward this form to the Business Office or Accounts Payable.**
-All unspent funds are required to be turned in to the Cashier window.