



## Cash Advance Request Form

Please see below for general guidelines for cash advance requests:

- Cash Advances may not be used to fund personal expenses of any nature.
- Cash Advances must be based on a reasonable estimate of the anticipate expenses.
- Cash Advances must be approved by the responsible Divisional leader.
- A reconciliation form, receipts and unused cash must be submitted within 10 days from the date the cash advance is issued.
- If the total cash advanced exceeds expenses, the unused cash must be returned.
- If the cash advance is being used to provide cash to individuals signatures of each individual receiving cash, along with the amount received should be obtained at the time the cash is distributed. This list of signatures and amounts should be returned in lieu of receipts.
- The Business Office will only allow an individual to have one cash advance outstanding at a time. You must reconcile and provide receipts for any outstanding advance before any additional advances will be issued.

Please submit completed forms to via email at [nwalker@roanoke.edu](mailto:nwalker@roanoke.edu).

**Requesting Department Information:**

<b>Requestor Name:</b>	<b>Requesting Department Name:</b>	
<b>Requestor email address:</b>	<b>Requestor phone number:</b>	
<b>Amount Requested:</b>	<b>Date Requested:</b>	<b>Check Needed by:</b>
<b>General Ledger Account Coding:</b> *please include fund, Cost Center, and object.		

**Cash Advance Need/Purpose:**

<b>Need / Purpose of Cash Advance:</b>
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**Approvals:**

<b>Department VP Name (please print):</b>	<b>Department VP Signature:</b>	<b>Date:</b>
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