

**COVENTRY LOCAL SCHOOL
DISTRICT
CASH ADVANCE RECORD**

REQUEST SECTION

Amount requested _____

Activity / Program _____

PO # _____

Purpose of Advance: _____

From Account code: _____

I hereby request the cash advance amount indicated above, and I accept responsibility for the funds received. I will return unused cash and/or full documentation for expenditures to reconcile the cash advance immediately at the conclusion of its need. I further understand that all purchased made with this advance will be made with cash, on separate receipts from personal purchases, and not charged to any personal credit accounts in my name. I also understand that all receipts must be dated within the date of the request and the date of the settlements. Receipts for purchases prior to or after these dates will not be accepted.

Date of Request

Signature of Applicant

Administrative Approval

SETTLEMENT SECTION

I hereby request settlement of the cash advance as follows:

Cash returned _____

Expenditure Documentation (receipts) _____

Total _____

Balance Due to be deposited (if any) _____

Date

Signature of Recipient

Date

Treasurer's Approval