DCB CAMPUS REQUEST FOR CASH ADVANCE

An individual receiving a cash advance will be responsible for DCB for the return of all cash:

- 1. not appropriately accounted for by receipt, or
- 2. not used for an allowable expense.

A Request for Cash Advance Form with an attached Request for Payment Form should be submitted to the Business Office **seven** days before the cash is needed.

An accounting of how the funds were expended plus **all** unspent cash will be due in the Business office within five working days after returning from travel.

All receipts must be dated and state what was purchased.

Ι	request a cash advance of
\$	from DCB for the purpose of

Upon return from travel status, I will return to the Business Office all unexpended cash advanced and appropriate documentation of expenditures (invoices or receipts). Estimate date of return:

(Date)

Signature

Date

Title

Department