

# 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.

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

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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