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.

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)

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 Signature Date

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 Title

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 Department