

**Eastern Washington University  
Office of Controller  
Petty Cash Advance Voucher**

Cash Recipient (purchaser): \_\_\_\_\_

Amount to be advanced: \_\_\_\_\_

Index/Account to be charged: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that this temporary cash advance is requested to defray my anticipated cost of supplies or materials purchased for business purposes. I understand that I must account for the cash advance by submitting a Reimbursement Voucher to the custodian, supported by vendor receipts and any remaining cash.

I understand that in case of default by me in repayment or providing appropriate documents, the advance becomes a prior lien and maybe deducted from amounts due by the University to me.

Signature of Cash Recipient: \_\_\_\_\_  
(indicates cash received)

Signature of Budget Authority: \_\_\_\_\_  
(maybe same as Administrative Supervisor)

Signature of Custodian: \_\_\_\_\_ Date \_\_\_\_\_  
(indicates cash payment to cash recipient)

\_\_\_\_\_  
Cash returned by Cash Recipient \$ \_\_\_\_\_ Date \_\_\_\_\_

Signature of Custodian \_\_\_\_\_  
(indicates receipt of cash returned)