

Eastern Washington University
Treasury & Debt Management
Petty Cash Fund Advance Voucher

Cash Recipient: _____

Amount to be advanced: _____

Index/Account to be charged: _____

Purpose: _____

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

I understand that in the event of my default in repayment or providing appropriate documentation, the advance may be deducted from amounts due to me by the University.

Cash Recipient: _____
(print name) (signature)

Administrative Supervisor: _____
(print name) (signature)

Custodian: _____
(print name) (signature)

Date: _____

Cash returned by Cash Recipient: \$ _____

Date: _____

Custodian: _____
(print name) (signature)