NELSON UNIVERSITY

CASH ADVANCE

ACCOUNTING OFFICE

Department **Date**

Description	**Account**	**Subacc.**	**Total**

TOTAL CASH RECEIVED $ 0.00

BUDGET DIRECTOR _____ **DATE**

This form only approves the department to receive petty cash. Once cash is returned and receipts submitted to accounting, the budget director will receive an approval request in Acumatica.

choose _____ _____

Budget Check **Date** **Finance Approval** **Date**

By signing, I am accepting responsibility for reimbursement of money received if receipts are not returned to the **cashier within 48 hours.** **Initials** **Date**

CASH RECEIVED **CASH RETURNED** **TOTAL RECEIPTS** **TOTAL EXPENDED**