

CASH ADVANCE REQUEST FORM

This form needs to be completed when requesting money for a particular event or tournament. It is not to request a petty cash account. All support for the advance (receipts and unspent cash) must be returned to the Financial Representative immediately following the event or tournament.

Today's Date: _____

Requested By: _____

Requestor's Social Security Number: _____

Address to send check: _____

Amount Requested: \$ _____

Date the cash is needed: _____

Event Cash is needed for: _____

This section to be completed by Area:

Advance approved by: _____

Supporting receipts & cash re-deposited? Yes or No

Date support received: _____

This section to be completed by State Office:

Processed by: _____ Date: _____ Account: _____

Support Received? Yes or No Date support received: _____

*****Please note that if you do not submit this form at least two weeks in advance of needing the cash, you may not receive the money.***