

Cash Advance Report # _____

STEP ONE: THE CASH ADVANCE

| | |
|------------------|--------------|
| Date: | Issued By: |
| Check #: | Signature: |
| Amount: | Received By: |
| Amount in Words: | Signature: |

PART TWO: RECEIPTS

| DATE | RECEIPT # | VENDOR AND DESCRIPTION | AMOUNT |
|-----------------|-----------|------------------------|--------|
| | | | |
| | | | |
| | | | |
| TOTAL RECEIPTS: | | | |

PART THREE: RECONCILIATION

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|---|---|--|--------------------------------------|-------|
| 1 | Total Receipts (from Step Two): | | Receipts and Change Submitted By: | |
| 2 | Cash Returned: | | Signature: | Date: |
| 3 | Cash Advance (from Step One): | | Received By: | |
| 4 | Total Receipts Plus Cash Returned (lines 1 + 2): | | Signature: | Date: |
| 5 | Balance (lines 3 - 4): | | | |