

**NEW ENGLAND COLLEGE
CASH ADVANCE REQUEST
Debit to 100-1165**

Check Payable to:(Legal Name	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Amount requested: maximum of \$500	<input style="width: 100px;" type="text"/>	PO #	<input style="width: 100px;" type="text"/>
Date check needed *:	<input style="width: 150px;" type="text"/>		
Person requesting advance:	<input style="width: 100%;" type="text"/>		
Department name:	<input style="width: 100%;" type="text"/>		
Request date:	<input style="width: 100px;" type="text"/>	Date of event:	<input style="width: 100px;" type="text"/>
Reason for request:	<hr/> <hr/>		
Budget Officer approval:	<input style="width: 150px;" type="text"/>	Date:	<input style="width: 100px;" type="text"/>
Budget line to be charged:	<input style="width: 100%;" type="text"/>		

- Notes:
- 1 A cash advance is recorded as a personal loan until the matching Expense Report has been processed.
 - *2 Cash advance requests must be received in the Finance Office no later than 3:00 p.m. on Friday to be processed in the following weeks check run. Requests for manual cash advance checks will not be honored.
 - 3 Unused cash must be returned to the Student Financial Services office and credited to acct 100-1165. Do not bring unused cash to Accounts Payable. Please attach a copy of the cash receipt to the Employee Expense Report.
 - 4 An Employee Expense Report must be filed with Accounts Payable within ten (10) days following the event for which the cash advance was received.

Finance Office use only...		
Cash advance approved:	Y. <input style="width: 100%;" type="text"/>	By: <input style="width: 100%;" type="text"/> Date: <input style="width: 100%;" type="text"/>
Check number:	<input style="width: 150px;" type="text"/>	Check date: <input style="width: 150px;" type="text"/>
Expense Report due date: <input style="width: 100%;" type="text"/>		