

**Reallocation of Cash Advance Form
Check Warrant or Petty Cash**

Date _____

Department Name _____

Dept. # _____

.9141 Travel

\$ _____

Petty Cash Voucher # _____

.9150 Meals

\$ _____

Date of Petty Cash Voucher _____

.9300 Supplies

\$ _____

Check/Document # _____

_____ Other

\$ _____

Date of Check _____

_____ Other

\$ _____

Amount of Check/Cash \$ _____

_____ Other

\$ _____

Amount Used \$ _____

_____ Other

\$ _____

Amount Returned \$ _____

Receipts must be attached to this form. All receipts must be returned within 5 days of advance.
No additional advances will be given until receipts are provided.
Return cash, receipts & this form to the cashier.

I have reviewed and approve of the charges. _____
Supervisor's signature