



**Cash Advance Form**

- Use this form if you require cash advancements for club expenditure
- All cash advancements must be authorised by the President and or 2 executive committee members and all receipts and unused cash returned to the administrator.
- I agree to provide tax invoice/ receipt of purchase in a timely manner for all moneys spent and understand if I DO NOT provide tax invoices / receipts for all money taken in advance I am responsible for reimbursing Tugun SLSC funds I have not provided tax invoices / receipts for.

**Purchase order and all receipts must be stapled to this sheet and returned ASAP**

Person receiving cash advance: \_\_\_\_\_

Cash Advance amount: \$ \_\_\_\_\_ Purchase Order No: \_\_\_\_\_

Reason for cash advance: \_\_\_\_\_ Section Account: \_\_\_\_\_

DATE	PURPOSE	DESCRIPTION	SECTION	GST	TOTAL
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>TOTAL OF ALL RECEIPTS</b>				\$	\$
				<b>LESS CASH ADVANCE</b>	\$
				<b>BALANCE</b>	\$

**Authorised By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Paid by:** \_\_\_\_\_

**Date:** \_\_\_\_\_