

Washington College Cash Advance Request Form

1. Submit a completed Cash Advance Request (CAR) form with an etrieve request (Payee: WC Business Office – Petty Cash 0051599).
2. E-mail a copy of the submitted etrieve request and the completed CAR form to: accounts_receivable@washcoll.edu.

Is this request at least 10 business day prior to the date needed?

Yes ____ No ____ (NOTE: if “no”, Assistant Manager/Accounts Receivable will need to approve)

Team or Group:				
Employee submitting:				
Employee ID number:				
GL Account:				
Object Code:				
Date(s) of Event:				
Location (if travel):				
Total Amount Requested:				
Date needed by:				
Denomination Preference:				
\$1s	\$5s	\$10s	\$20s	Other:
Description of travel (<i>e.g., student study (Tropical Ecology); field trip (DC), etc.</i>):				
Name/Title of Party Responsible for Petty Cash (Print):				
Department Chair/Supervisor Signature:				
				Date:
Responsible Party Signature:				
				Date:
<i>Business Office Use Only – CAR ID:</i>				

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<i>Business Office Use Only:</i>	
<i>CAR ID:</i>	
Amount from Petty Cash:	\$
Processed by (print name):	Signature
Date:	

100s	\$
50s	\$
20s	\$
10s	\$
5s	\$
1s	\$
Change	\$

Received by (print name):	Signature
Date:	

<i>FOR CASH RETURN AFTER EVENT:</i>	
The information below <u>must</u> be filled out <u>before</u> returning to the Cashier.	
Amount spent:	\$
Amount returned:	\$
Number of students attended:	
*Attach signed roster with all names listed.	
**Attach all receipts for expenses/meals.	