

**CASH ADVANCE RECONCILIATION
PER DIEM FUNDS &/OR APPROVED EXPENSES
ACKNOWLEDGEMENT FOR RECEIPT OF MONEY**

DEPARTMENT

ACCOUNT NUMBER

DATE OF PAYMENT

DOLLAR AMOUNT

CHECK NUMBER

VOUCHER NUMBER

I acknowledge the receipt of the dollar amount recorded above. I understand that the money is to be used only for per diem/expenses which has been approved by the area Director or Department Head. A list of individuals paid (or expenses paid by cash advance) with signatures acknowledging receipt will be filed in my departmental business office within 30 days of receipt of this cash advance.

SIGNED (Payee)

Date

Phone Number

FOR BUSINESS OFFICE USE ONLY

List of all expenditures on file in Business Office.

Date

Signed (Business Office)

Was all money distributed and accounted for? Yes / No

\$ _____

Original Advance

\$ _____

Disbursed

\$ _____

Balance

\$ _____

Redeposited Funds CRV # _____

_____ **\$0.00** _____

Remaining Balance

PLEASE SIGN AND RETURN TO **TAX DEPARTMENT, FREEHAFFER HALL** AFTER RECEIPTS HAVE BEEN RECEIVED AND RECONCILED.

PLEASE KEEP ORIGINAL RECEIPTS IN BUSINESS OFFICE ON FILE. DO NOT SEND RECEIPTS TO TAX DEPARTMENT. THANK YOU.

If you have any questions, please contact, Personal Payments Clerk at 41165. Thank you.