



Cash Advance Request

Employee: _____ Date: _____

Amount Requested: _____

Reason for Advance:

Proposed Re-Payment Plan:

Employee Signature

.....
For management use only:

Cash Advance Request has been: Approved Disapproved

Reason if disapproved: _____

Payroll Notified Cash Issued Check Issued: _____
Check #

Managers Signature

Date