



AFFORDABLE
I N N S

Cash Advance Request

Employee: _____ Date: _____

Amount Requested: _____

Reason for Advance:

Proposed Re-Payment Plan:

Employee Signature

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For management use only:

Cash Advance Request has been: Approved Disapproved

Reason if disapproved: _____

Payroll Notified Cash Issued Check Issued: _____

Check #

Managers Signature

Date