

# Cash Advance Form

*This section to be completed by the person (the "Recipient") requesting the cash advance. Submit to the branch exchequer when completed.*

Name of the branch you are  
requesting the advance from:

Society Name

Legal Name

Address

Phone

Personal Email

Other Phone

Cash Advance Requested

Purpose

I, the undersigned, understand that cash and/or receipts totaling the amount of this Cash Advance must be presented to the exchequer of the branch named above within 60 days of the cash advance cheque being issued. If event related, cash and/or receipts are due 14 days after the event. Furthermore, I understand that I am fully responsible for any money this Cash Advance represents including any stop payment fees incurred. If more than 60 days is necessary, receipts must be reconciled and a new Cash Advance issued. In extenuating circumstances, and if for an event, the Financial Committee of the branch named above may issue a single 30-day extension to this advance up to a total of 90 days before the event or 14 days after the event, whichever is less.

Name - Recipient

Signature – Recipient

Date

## Confirmation

*This section to be completed by the Exchequer and then signed by a Signatory and the Exchequer  
(or two Signatories if the Exchequer is the Recipient).*

Date Received

Is this Cash Advance approved?

Yes

No

Event Name/Budget Item

Comments

*Legal Name*

*Signature*

Signatory

Exchequer/Signatory 2

Cheque #

Date Issued

Cheque Amount

Date Mailed  
or Delivered

## Returned in Full

*Use this section if you are returning the entire cash advance.*

*This section to be completed by the Exchequer and a Signatory (or two Signatories if the Exchequer is the Recipient).*

Amount Returned

Date Returned

*Legal Name*

*Signature*

Signatory

Exchequer/Signatory 2

Total Amount of Deposit

Date Deposited