

# Madison-Plains Local Schools – Student Activity Forms

## Cash Advances

### Based on Estimated Expenditures

School Year:	<input type="text"/>
Fund Name & #:	<input type="text"/>
Date:	<input type="text"/>
Phone:	<input type="text"/>

When cash advances are justified for student activity expenses, cash advances may be made by check, provided funds are available in the specific account, to the individual based on estimated expenditures (to the best of one's ability). The purchase order should clearly indicate that the transaction is a cash advance, name the district employee to whom the check is to be written and the intended purpose of the expenditure.

The person to whom the check is written must sign for it acknowledging the responsibility to return cash and/or proper documentation for expenditures equal to the amount advanced. If the cash and/or receipts are not received in two weeks (10 days), the amount advanced or amount not accounted for shall be payroll-deducted from the person's payroll before the end of the current school year.

Cash advances will be issued only with prior approval and **only to district employees** (not to volunteers).

REMEMBER: Request an Ohio Tax Exemption form.

#### CASH ADVANCE RECORD

##### Based on Estimated Expenditures

Amount	PO Number	Fund #	Check #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### RECEIPT OF ADVANCE

I acknowledge the receipt of:

For the purpose of:

I accept the liability for the funds advanced and will return cash and/or proper documentation for expenditures equal to the amount advanced. If funds and/or proper documentation are not turned in to the Treasurer's Office within a timely manner, I understand said amount shall be deducted from my payroll check before the end of the current school year.

#### SETTLEMENT OF ADVANCE

Receipt number:

Cash Returned \$ Amount:

Expenditure Documentation \$ Amount:

Total \$ Amount: