

MIAMI TRACE LOCAL SCHOOL DISTRICT

STUDENT ACTIVITY FUNDS

CASH ADVANCE RECORD

_____ Approved by _____
Fund to be dispersed from Building Principal

_____ _____
Treasurer's Signature Superintendent

RECEIPT OF ADVANCE

I acknowledge receipt of \$_____, an advance for the purpose of _____

I accept pecuniary liability for the funds advanced and will return cash and/or proper documentation for expenditures equal to the amount advanced.

Date _____
Signature of Recipient

SETTLEMENT OF ADVANCE

I acknowledge settlement of the cash advance received above as follows:

1. Original PO# _____ Expenditure Documentation \$ _____

2. Receipt# _____ Cash returned \$ _____

Total \$ _____

New PO# _____ or Amount Due Recipient \$ _____

_____ _____
Date Signature of Treasurer

Receipt for lodging, meals, etc. must be attached before any final payment will be paid.