

MIAMI TRACE LOCAL SCHOOL DISTRICT

CASH ADVANCE SETTLEMENT SHEET

Purchase Order# _____ Advance Amount \$ _____

Total of Receipts \$ _____
(Receipts must be attached.)

Cashier Receipt# _____ Cash returned \$ _____

Total Receipts
& Cash Returned \$ _____

Total Receipts & Cash Returned should equal Advance Amount.

Date _____

Signature of Employee Issued Cash Advance

If the employee needs reimbursed for additional personal cash used for the expenditure purpose of the cash advance, a purchase requisition for reimbursement must be submitted.