NORTHEASTERN STATE UNIVERSITY

Cash Advance and Report

Please type or print plainly.

Part I - fill out the form, save it and send to the Business Office.

You will need to add information to this form for Part II and Part III.

Part II & Part III- complete after returning from the trip and send to the Business Office.

When the transaction is complete, the Account Sponsor should receive a completed copy.

Amount requested will be paid from 50010 - T60024 – 522120 - 511900 and charged to the FOAP provided after Part II & III are completed.

Date

Fund

Organization

Account

Program

Activity Code

Grant (if applicable)

PART I

Check Payable to   N# N   Amount $

No. of students making trip   Date(s) of trip: Leaving   Returning

Purpose of trip

Account Sponsor   Signature _____ Date _____

Accounts Payable Approval _____ Date _____

NSU Controller Approval _____ Date _____

Check # _____   Date for funds and receipts to be returned _____

Check received by   Signature _____ Date _____

PART II

Amount of check $

Less total receipts (   ) (Use Part III and attach receipts)

Cash returned ($_____)

Deposited to 50010 - T60024 - 451100 - 511900   Receipt # _____

Refund Due $_____

Account Sponsor Signature _____   Date _____

Accounts Payable Approval _____   Date _____

NSU Controller Approval _____   Date _____

Check #_____

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PART III

Vendor	Date	Description	($) Amount

Total Receipts