

St. Agnes School H.S.A.

Cash Advance Form

- A request for a cash advance should be submitted to the HSA president (or designee) two weeks before the cash is needed.
- An accounting of all receipts, plus any monies not used (if applicable) will be submitted to the HSA treasurer **within five school days** of the end of the activity. Upon review, any monies owed to the chairperson will be issued in the form of a check.
- Receipts should be dated and indicate what was purchased
- An individual receiving a cash advance will be responsible to St. Agnes School HSA for the return of all cash:
 1. Not appropriately accounted for with a receipt, or
 2. Used for an unallowable expense

I, _____ request a cash advance of \$ _____ from St. Agnes School HSA for the purpose of:

I understand that I will not be advanced additional funds until the receipts from the first advance have been submitted. Upon completion of activity, I will return to the HSA Treasurer, **within five school days**, a list of the amount advanced, appropriate documentation of expenditures (receipts) and a calculation of the difference between the advance and the expenditures. If over, I understand that a check will be issued to cover the difference once the form and receipts have been received by the HSA Treasurer. If under, all unexpended cash advanced will need to be returned along with the receipts. I agreed to let St. Agnes HSA add any outstanding amount to my tuition bill through FACTS.

Chairperson

HSA President, HSA Vice President, or Principal

Date

For HSA Treasurer Only:

Date Cash Advanced: _____

Date Receipts Submitted: _____

Date Difference Reimbursed (if applicable): _____