

## **Cash Advance**

The Cash Advance form is used for goods and services in which a receipt or invoice is not available, but will be received upon payment. The individual receiving the cash advance is responsible for submitting all original receipts, invoices, and required documentation to the Foundation within 10 days of receiving the advance or return from travel. The amount of the cash advance should equal the amount of goods received or services rendered.

If the goods and services received is less than the cash advance issued to the individual, the individual must complete an Asset Transmittal in repayment of the advance.