

Live Oak UU Church
Cash Advance Request Form with Instructions

Date of request: _____

I am requesting a cash advance in the amount of \$ _____ for the purpose of

_____ Making change

_____ Making a purchase.

[Please check only one]

I have read the Cash Advance Procedures and understand that I must comply with its requirements. I further understand that payment of sales tax is generally not reimbursable.

Name of member requesting check: _____

Address to send check: _____

Signature of Committee Chair or Team Coordinator approving the request:

Cash Advance Recipient's Signature: _____

Event Date (if appropriate): _____ **Number of cash boxes:** _____

Treasurer Signature: _____

Check No: _____ **Date:** _____

Treasurer initials and dates to acknowledge that receipts and/or unspent portion of cash advance have been provided:

Treasurer Initials: _____ **Date:** _____

Live Oak Unitarian Universalist Church (LOUU)
Financial Procedures Manual

Title: Cash Advances

Date Approved: July 10, 2011 by the Finance Committee

Purpose

To provide appropriate Cash Advances for LOUU members conducting LOUU business.

Background

There are two types of Cash Advances.

- 1) For LOUU-sponsored events requiring cash to make change. Check will be written no more than one week before the event. No more that \$100 per cash box will be provided.
- 2) For approved purchases required by an LOUU committee or team with a budget.

The Cash Advance Form can be found on the Live Oak website with other LOUU forms.

Procedure – Cash Advance to make change

Event Chair

- Fills out Cash Advance Request Form
- Commits to spending the advance only for making change, not purchases
- Turns in the entire advance within ten days after the event.

Treasurer

- Provide funds in the form of a check made payable to the Event Chair
- Restricts the Event Chair from receiving cash advances in the future if the advance is not returned in full within ten days after the event. This means that event proceeds, sufficient to cover the advance, must be placed in the church safe within that time period.

Procedure – Cash Advance to make a purchase

- | | |
|-------------------|--|
| LOUU Member | <ul style="list-style-type: none">• Fills out Cash Advance Request Form• Obtains committee chair's, or team coordinator's approval for the expenditure• Commits to spending the advance only for the expenditure approved• Turns in receipts and the unspent cash within ten days of receiving the cash advance |
| Treasurer | <ul style="list-style-type: none">• Determines that the budget line item will support the expenditure• Reduces that budget line item by the amount of the expenditure immediately• Provides funds in the form of a check made payable to the Live Oak member making the request• Adds the member to restricted list if receipts and unspent cash are not submitted on time• Informs Finance Committee of members on the restricted list. |
| Finance Committee | <ul style="list-style-type: none">• Reviews the restricted list and can remove a person from the restricted list at any time at their discretion. |