

Cash Advance Closure

Instructions:

1-Complete this form when depositing **all** or **unused** funds from a Cash advance.

***\*NOTE: Do not use this form to deposit personal/non-reimbursable expenses.***

2- Take completed form and the advance funds to your campus cashier office.

3-Complete and submit a closing Report in Chrome River. You must include the receipt received from the cashier's office along with any other supporting documentation when submitting the closing report.

Date:

Prepared by:

Department:

Phone number:

Traveler/Custodian:

Traveler/Custodian Department:

Chrome River Report ID For Original Advance	Chart	Fund	Acct	Amount
	9	200450	53080	