

# Cash Advance Reconciliation



*Complete this form to reconcile expenses paid with a cash advance. Please include all receipts with this form and return to [fiscalaffairs@stockton.edu](mailto:fiscalaffairs@stockton.edu). Remaining funds must be returned to the Bursar's Office.*

Cash Received:	Date Received:
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## Expenses:

Date	Merchant Name	Dollar Amount	Business Purpose	Receipt Attached
Total Cash Expended		\$		
Amount due to the University		\$		

## FOAPAL to charge expenses to:

FUND	ORG	ACCT	PROG	ACT	LOC

*The expenses listed above were paid using the cash advance that was issued above. I have completed the required reconciliation and attached all receipts.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date