

Woodhaven Cash Advance Form

Check Payee _____

Check Date: _____ Amount: _____

Purpose of cash advance: _____

Date of activity: _____

I have received a cash advance in the form of a check and am responsible for all receipts and change to be turned into accounting within _____ days of the end of the activity. If not returned, the deficient amount may be deducted from my paycheck.

Signed: _____

Date: _____