KAIROS OF INDIANA

Request for Cash Advance

Purpose for which funds will be used: _____

Category: Program ____ Fundraising ____ Administrative ____

Weekend Name and Number: _____

Weekend Date: _____ Advisory Council: _____

Financial Secretary: _____

Name of person responsible for the advance: _____

Street Address: _____

City, State, Zip Code: _____

Email address: _____ Phone: _____

Total Funds requested: $ _____

Approval Signature: _____ Date: _____

Advisory Council Chair

Responsibilities for the person accepting an advance

1. You are responsible as the signee for the funds and the proper use of the funds even if you give some of the cash to another person.
2. You must maintain original receipts for all expenditures which must be included with the Expense Reimbursement Form which you need to fill out at the conclusion of the weekend. Please note that credit card receipts which do not show what has been purchased are not valid receipts for this purpose.
3. Please note that if you pay for transportation that by state policy we do not pay for gasoline charges but only for mileage actually traveled and at the current rate of $.14 per mile
4. The advance is to be cleared within 21 days after the conclusion of the weekend. The form should be approved by your council financial secretary. Please do not send me unapproved forms as I will only forward them back to your council financial secretary for approval.
5. No advances will be given for your council for another weekend until this advance is cleared.

Email or e-mail form to: Bob Snyder

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