

John Thomas Dye Parents' Association  
**CASH ADVANCE Voucher**

Event/Committee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Payable to : \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_

<b>For Treasury Use Only:</b>
Date Received: _____
Check #: _____
Amount: \$ _____
Dt. Chk. Mailed: _____

\* **REQUIRED:** Pertinent paper work(contracts etc.)   
(If not attached, please attach explanation)

**Description**

In the following section, please provide a detailed explanation of the advance.  
This is valuable information for Treasury and future committees.

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	<b>Total</b> _____

Submit voucher and attached paperwork to your Committee Contact, who will record this information in the Committee Ledger and initial below. Committee Contact will make a copy for Committee records and then forward this voucher to the President for approval. If President approves, she will authorize Treasurer to reimburse.

Initialed by: \_\_\_\_\_  
Committee Liaison

Approved by: \_\_\_\_\_  
President