

CASH IN ADVANCE REQUISITION

DATE	INSTRUCTIONS: Use this form for all requests for cash in advance payments. Route through appropriate channels for approval.	FOR ACCOUNTING USE ONLY		
COST OBJECT NUMBER		DATE RECEIVED		
GL OR COMMITMENT ITEM		VENDOR PHONE NUMBER	CIA NUMBER	
PAYEE AND ADDRESS		QUOTED BY	CHECK DISBURSED BY ACCOUNTING (Name and phone number or off-site location)	
	TERMS			
CIA ONLY				
SAP VENDOR NUMBER (Must match payee & address above)				
DESCRIPTION OF PURCHASE		QUANTITY	UNIT PRICE	EXTENSION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
JUSTIFICATION FOR PAYMENT		SUB-TOTAL		
		SALES TAX		
		TOTAL		
APPROVAL SIGNATURES				
SUPERVISOR (Up to \$5,000)		PRINTED NAME OF SUPERVISOR		
BRANCH CHIEF (\$5,000 to \$50,000)		PRINTED NAME OF CHIEF		
DIVISION/OFFICE/FIELD DIVISION CHIEF (Over \$50,000)		PRINTED NAME OF CHIEF		
FOR ACCOUNTING USE ONLY			CIA CONTACT PERSON FOR MORE INFORMATION	
CIA NUMBER	DWR CHECK NUMBER	ISSUE DATE	NAME	
SAP DOCUMENT NUMBER			PHONE NUMBER	
JOURNAL DOCUMENT NUMBER			EMAIL	