Unused Cash Advance Funds

Use the Cashier Transmittal Form to return unused Cash Advance Funds to the Cashier’s Office.
Cashier Transmittal Form

Description: ________________________________

(As it should appear in Banner Systems; max. 30 characters)

Index: ___________ Account: _______________ Amount: _______________

Department: ________________________________

Phone: ___________ Mail Stop: _____________

Return To: ________________________________

(Name of Faculty or Staff Member)

☐ Description: Cash Advance number
  ■ (example AA123)

☐ Index, and Account: Same budget that Cash Advance was charged to

☐ Amount: Balance due to the University

☐ Include Cashier receipt with the Expense Report