

**Merrimack Valley Quilters' Guild  
Cash Advance Requisition**

Date of Request: \_\_\_\_\_

Date Needed By: \_\_\_\_\_

Pay To: \_\_\_\_\_  
(please print)

Amount: \_\_\_\_\_ Payment Method Check \_\_\_\_\_ Cash \_\_\_\_\_

Purpose of Advance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requisitioned by: \_\_\_\_\_

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**Please Note**

I understand that I must have properly reconciled this advance (turned in an expense voucher with receipts for all expenses and cash for the difference between the advance and approved expense) within 30 days of the "Date Needed By", or any unreconciled balance will become taxable income to me and may result in denial of future cash advance requests.

I have read and agree to comply with the rules for advance money spelled out above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date Pd \_\_\_\_\_

Ck No \_\_\_\_\_

Cash \_\_\_\_\_