

# Cash Advance Request Form (Payroll)

Use this **cash advance request form sample** to streamline payroll processes and ensure proper documentation. It simplifies tracking employee cash advance transactions and maintains financial transparency. This form is essential for accurate payroll management and reporting.

Employee Name

Employee ID

Department

Request Date

Cash Advance Amount Requested

Reason for Advance

Repayment Method

Select method

Repayment Schedule/Terms

e.g., Deduct in 2 pays, Lump sum payment, etc.

Employee Signature

(Signed)

Date

For Payroll/HR Use Only

Status	Approved By	Date Approved	Comments
<div>Select</div>	<div></div>	<div></div>	<div></div>