

# 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
Select <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>