

Official Cash Advance Request Form

This **official cash advance request form** sample provides companies with a standardized method to request funds for business expenses. It ensures proper documentation and approval to maintain financial accountability. Using this form streamlines the advance process and supports effective cash flow management.

Company Name:

Employee Name:

Employee ID:

Department:

Requested Amount (USD):

Purpose of Advance:

Date Needed:

Expected Repayment/Settlement Date:

Additional Comments:

Employee Signature:

Date:

For Official Use Only

Approved Amount:

Approver's Name:

Approver's Signature:

Approval Date: