

# Simple Cash Advance Request Form

This **simple cash advance request form** sample PDF provides a clear and concise template for employees to request funds efficiently. Designed for ease of use, it captures essential details like amount, purpose, and approval signatures. This form streamlines the cash advance process while ensuring proper documentation and accountability.

Employee Name:

Employee ID:

Department:

Date of Request:

Amount Requested:  (Currency)

Purpose of Advance:

Expected Repayment Date:

Employee Signature:

Date: \_\_\_\_\_

Manager/Supervisor Approval:

Date: \_\_\_\_\_

*For office use only:*

Advance Number: \_\_\_\_\_

Processed By: \_\_\_\_\_

**Note:** Please attach any relevant supporting documents to this form.