



The Canine Agility Training Society, Inc.

CASH ADVANCE REQUEST AND RECONCILIATION

STEP 1:

Date of Request: _____ Total amount requested:

Person making request: _____

Person authorizing request: _____

Purpose of request: _____

By submitting this request, I understand and agree that receipts and cash being returned on this form must total the full amount withdrawn in this cash advance request. Any discrepancy shall be my responsibility to pay.

Mail check for cash advance to: _____

Treasurer's use: Form of Advance:
 Date:
 Amount:

STEP 2:

RECONCILIATION OF CASH ADVANCE RECEIVED. DUE BACK TO TREASURER BY: _____
 (date)

Event - Date & Venue:		Other Expenses	
Course Copies			
Food and Snacks			
Judge Expenses		Multi-Event	
Hotel			
Travel			
Food		Total Amount Spent	
Gift		with accompanying receipts:	
Judge Other			
Worker Raffle		Subtract Amt Spent From Amt Requested:	
Ribbons and Awards			
Steeplechase PSJ		Cash Amount Returned to CATS:	
Trial Supplies		Personal Check included (Preferred)	
		Cash accepted by treasurer	

Notes: _____

Authorized Signature:

(Must be signed by someone other than the purchaser and be either the President, Trial Chair, Committee Chair or an officer of the Club)

Authorized person signs prior to submission to the treasurer.
 All supporting receipts must be attached

Give this form and receipts to CATS Treasurer email questions to canineagilitynh@gmail.com