

Warner Southern College  
**ADVANCE CHECK REQUEST**

**Advance Receipt Reconciliation**  
(Fill in after you have spent the money!)

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

Date Returned: \_\_\_\_\_  
(Receipts and Money)

Check Amount: \_\_\_\_\_

Receipts

Payable to: \_\_\_\_\_

Transportation + \_\_\_\_\_

Game or Trip: \_\_\_\_\_

Food + \_\_\_\_\_

Check Due Date: \_\_\_\_\_

Miscellaneous + \_\_\_\_\_

(In Business Office by Tuesday - Pickup on Friday at Cashier)  
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Charge to Acct #: \_\_\_\_\_

Total Expense = \_\_\_\_\_

\_\_\_\_\_

Money Returned + \_\_\_\_\_  
(To Cashier with receipts)

\_\_\_\_\_

Total = \_\_\_\_\_  
(This amount should be same as check amount)

Dept Head Approval: \_\_\_\_\_

Person Initiating Request: \_\_\_\_\_