

PRESBYTERY OF SUSQUEHANNA VALLEY
5811 Heritage Landing Drive, 2nd Floor, East Syracuse, NY 13057-9360
Email to: finance@susvalpresby.org

REQUEST FOR CASH ADVANCE & PROMISSORY NOTE

Date of Trip/Event _____ **Expected Date of Return:** _____

Payable to _____

Address _____ Phone: _____

Purpose _____

Amount \$ _____ Committee to be Charged _____

Budget Account to be charged _____ Account # _____

In making this request, I agree to submit receipts for all expenses covered by this cash advance. I agree that within 10 days of my return, receipts will be submitted and payment will be made in full for any funds for which receipts are not submitted.

Signature of Requestor _____ Approved by _____

(Chair of Committee or Authorized Signature)

Rev 11/19/11

PRESBYTERY OF SUSQUEHANNA VALLEY
5811 Heritage Landing Drive, 2nd Floor, East Syracuse, NY 13057-9360
Email to: finance@susvalpresby.org

REQUEST FOR CASH ADVANCE & PROMISSORY NOTE

Date of Trip/Event _____ **Expected Date of Return:** _____

Payable to _____

Address _____ Phone: _____

Purpose _____

Amount \$ _____ Committee to be Charged _____

Budget Account to be charged _____ Account # _____

In making this request, I agree to submit receipts for all expenses covered by this cash advance. I agree that within 10 days of my return, receipts will be submitted and payment will be made in full for any funds for which receipts are not submitted.

Signature of Requestor _____ Approved by _____

(Chair of Committee or Authorized Signature)

Rev 11/19/11