

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

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