CASH ADVANCE FORM

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

Name of Employee Requesting Advance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Cash Advance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Cash Advance:

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Date Cash Advance is needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Agreement**

I understand that I am receiving the amount requested above ahead of my usual pay schedule. I further understand that the amount requested as a cash advance must be paid back. As such, monies will be removed from my next pay cheque(s) as agreed with management until the full amount of the advance has been paid back.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Management Authorization**

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes (Ex: please remove $200 from each subsequent pay until repaid etc.):

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