



SENECA VALLEY WRESTLING ASSOCIATION  
**CASH ADVANCE REQUEST FORM**

*A cash advance form should be used to get money up front to pay for items to support a committee/event. Prior to the event, you will need to submit the first part of the form to the Treasurer. In it, you will need to provide a detailed explanation of what the money will be used for and include a cost estimate for each of the supplies. After the event, you will need to return to the Treasurer: 1) the "Return Slip" section of the form; 2) any receipts that detail how the money was spent; and 3) any unused money that was not needed for the event.*

*It is the responsibility of the requestor to arrange for the purchase and the payment/reimbursement if the purchase is approved. The SVWA is tax exempt. Contact the treasurer for a tax exemption certificate.*

**CONTACT INFORMATION:**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**EVENT INFORMATION:**

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

Description of Item(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Include estimated breakdown of what all of the funding will be used for.)

Total Amount Requested: \_\_\_\_\_ Actual Amount Funded: \_\_\_\_\_

First Approver: \_\_\_\_\_ Second Approver: \_\_\_\_\_

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Separate Here &lt;.....

**RETURN SLIP:**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Funding Used: \_\_\_\_\_ Funding Being Returned: \_\_\_\_\_

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