

Cash Advance Voucher

Name: _____
Date: _____
Date Needed: _____
Amount: _____

Item or purpose: _____

In consideration of the receipt of the above case-advance, the undersigned hereby agrees to repay any unexpected portions of the advance, as well as, any amounts for which reimbursement is obtainable from an outside source. If the total amount of such case-advance is not refunded to Neighborhood Legal Services, Inc. prior to the next pay period, I hereby agree and consent to an equivalent amount being deducted from my future pay check.

Employee Signature

Date

Approved by: _____
Check #: _____
Date of Issue: _____