

Catlin Gabel - Misc. Payment Authorization Form

Date of Request: _____

Cash Advances / Cash Boxes

Misc. Check requests - non-reimbursements & services without invoices

(Invoices can be submitted for payment without a form - write acct#, approval & misc. notes directly onto the invoice)

(Vendor invoices can also be scanned and e-mailed to Kelley Newman with approval and acct#s)

Date Needed: _____

Check Box Below:

Cash Advance

Event / Explanation: _____
(return receipts & change w/expense report received at pick up)

Cash Box

Event / Explanation: _____
(return all cash & box ASAP)

Amount: _____
(for cash)

Account # (Required): _____
(required)

Desired cash breakdown: _____
(will try best to accommodate)

Special Instructions:

Send to Payee _____

Return to Originator _____

Hold for pick up _____

Other _____

Check Payment:

Issued To: _____

Address: _____

Explanation: _____

Amount: _____ Acct# _____
(required)

Signature: _____
Originator

Signature: _____
Supervisor

Staple any paperwork to back of form

Date Acctg Received: _____