



Event Cash Advance Request

Region _____ Agency _____

Event name & date: _____

Date check needed by: _____

Amount needed: _____

Printed name of volunteer submitting the cash advance request: _____

Contact phone number or email: _____

I hereby certify that the cash herein requested is necessary and reasonable to conduct Law Enforcement Torch Run business.

Signature of volunteer submitting the expense: _____ Date _____

Volunteer address to mail cash advance check to: _____

Printed name of key volunteer authorized to approve expenses: _____

Signature of key volunteer authorized to approve expenses: _____

After the event, the remaining cash should be deposited into the LETR bank account. The deposit slip should be sent to HHJ with another form, the Event Cash Advance Report/Deposit, and the usage of the cash not deposited should be broken out on this form.

This form should be used to request a check in your name, so that you can obtain cash needed to run a LETR event. After event is over, the remaining cash should be deposited back into LETR bank account. Send forms to Torch Run @HHJ: 300 Arboretum Place, Suite 660 Richmond, VA 23236.