



# Event Cash Advance Report/Deposit

Region \_\_\_\_\_ Agency \_\_\_\_\_  
 Deposit Date \_\_\_\_\_ Deposit Amount \_\_\_\_\_

List each expense:

Description (where, what):

Amount:

Office Supplies	_____	_____
Program Materials	_____	_____
Professional Fees	_____	_____
Facility Rental	_____	_____
Equipment Rental	_____	_____
Printing	_____	_____
Advertising	_____	_____
Accommodations/Travel	_____	_____
Food /Beverages	_____	_____
Postage & Shipping	_____	_____

**TOTAL EXPENSES INCURRED:** \_\_\_\_\_

**CASH REMAINING:** \_\_\_\_\_  
*(should equal deposit amount above)*

Printed name of volunteer who received cash advance: \_\_\_\_\_

Contact phone number or email: \_\_\_\_\_

I hereby certify that the expenses herein reported are true and exact, and were necessary and reasonable to conduct Law Enforcement Torch Run business. I further certify that these expenses are not being submitted for payment to any other organization, agency or government entity.

Signature of volunteer submitting the expense: \_\_\_\_\_ Date \_\_\_\_\_

Second person verifying deposit (required if over \$100):  
(print & sign name) \_\_\_\_\_

*This form must be completed after a LETR event for which a cash advance was requested. All expenses incurred must be listed and receipts for them must be attached. If any money was left over, the pink deposit slip for this money should also be mailed with this form to Torch Run @HHJ: 300 Arboretum Place, Suite 660 Richmond, VA 23236. Please remember to attach all receipts.*