



Yendarra Primary School

PROCEDURAL STATEMENT

CASH ADVANCES

PURPOSE

An application for a cash advance is used when staff need to purchase, on behalf of the school, goods that are not available from a supplier where we run an account. Please try to give the office manager 48 hours notice as sufficient cash may not always be on hand.

GUIDELINES

1. Complete the description section of the application for cash advance
2. Take the form to the principal for authorisation
3. Take the authorised form to the office manager for the money
4. Make your purchase as soon as possible but within 3 days
5. Complete the purchase section of the form and give the form, change, receipts and/or docket into a bag and return to the school office within 48 hours.