

**University of South Carolina  
Cash Advance Settlement Form**

Submit this Settlement Form and all documentation to [cashadvance@sc.edu](mailto:cashadvance@sc.edu).

Date: \_\_\_\_\_

Cash Advance Custodian: \_\_\_\_\_

Date of Original Advance: \_\_\_\_\_ Voucher # of Original Advance: \_\_\_\_\_

Original Chartfields:

Operating Unit	Department	Fund	Class Field	Account Code	PC Business Unit	Project	Activity

**Settlement Details**

Amount of Original Cash Advance

**PART I: Summary of Receipts**  
Please attach all itemized receipts associated with this cash advance (receipts must show proof of payment). Summarize the receipts below and include the chartfields to which the receipts are to be charged. If only one chartfield then you may enter once.

Vendor	Amount	Operating Unit	Department	Fund	Class Field	Account Code	Business Unit	Project	Activity

Total Receipts

**PART II: Summary of Deposits**  
Please list all deposits that were made of residual funds and attach a copy of the deposit receipt to this Settlement Form.

Vendor	Amount

Total Deposit Receipts

**PART III: Additional Payment Due**

**PART VI: Participate List, Gift Card Recipients (As needed)**  
Please provide a list of all participants, gift card recipients, team travel participants.

**Part V: Certification**

I certify that all funds were used for official business for the University of South Carolina.

Signature

Date