



307.1.1rd - COVER SHEET CASH ADVANCE SETTLEMENT

Cash Advance Settlement Voucher ID: _____

Open Item Number: _____ Settlement Journal ID: _____

Department Contact: _____

Department Contact Phone Number: _____

Business Unit: _____ Fund: _____ Source: _____

Account: _____ Dept. ID: _____ OSR Project ID: _____

Mail this cover sheet as the top page along with a copy of the Cash Advance Voucher Inquiry Screen, Cash Advance Settlement Voucher Inquiry Screen and, if applicable, University Deposit Inquiry Screen and the original receipts for the advance to the appropriate address referenced below.

Check list:

- Cover Sheet
- Cash Advance Voucher Inquiry Screen
- Cash Advance Settlement Voucher Inquiry Screen
- If applicable, University Deposit Inquiry Screen
- Original Receipts* (*see note*)

Submit to:

(Please Check Only One)

OSR
104 Airport Drive, Suite 2200
Campus Box 1350

Accounting Services
104 Airport Drive, Suite 3400
Campus Box 1210

Central Office Use Only:

Date Closed: _____ Reconciliation #: _____ Reconciler initials: _____

This form should be submitted with a Cash Advance Voucher.

*(for OSR submissions, include original receipts. For Accounting Services submissions, as documentation is uploaded into ConnectCarolina, retain your original receipts and keep them in your personal files in case of audit. It is your responsibility to maintain your original receipts.)

****[Form 1123.1.1f Gift/Prize/Award Documentation](#)** is required to be attached for all employee-issued gift certificates and gift cards.