

**Kamehameha Schools Student Activities - Kapalama
Cash Advance Return**

This form is to assist in reconciling your cash advance. Below are the expense accounts which will be used to record your transactions. Please fill-in the applicable amounts and submit with your receipts and invoices, along with any unused portion of the cash advance. Receipts/Invoices should be submitted within 30 days. If expenses exceed the cash advance, please submit a check request for reimbursement.

Club: _____ Cash Advance Check # _____

Event: _____ Submit by: _____

Account	Type	Amount
Cost of Sales-Concession Sales		
50600 · Cost of Sales-Concession Sales	Cost of Goods Sold	\$ _____
Cost of Sales-Fundraiser Sales		
50710 · Cash Prizes	Cost of Goods Sold	\$ _____
50720 · Non-Cash Prizes	Cost of Goods Sold	\$ _____
50730 · Rent/Facility Costs	Cost of Goods Sold	\$ _____
50740 · Merchandise, Supplies	Cost of Goods Sold	\$ _____
Contract Services		
62120 · Outside Services	Expense	\$ _____
Operations		
65010 · Banquet Facilities:	Expense	\$ _____
65020 · Books, Subscriptions, Reference	Expense	\$ _____
65030 · Decor & Favors	Expense	\$ _____
65040 · Entertainment	Expense	\$ _____
65055 · Equipment Rental	Expense	\$ _____
65060 · Gifts & Prizes	Expense	\$ _____
65090 · Licenses & Fees	Expense	\$ _____
65100 · Meals & Refreshments	Expense	\$ _____
65110 · Pictures	Expense	\$ _____
65120 · Postage, Mailing Service	Expense	\$ _____
65130 · Printing and Copying	Expense	\$ _____
65150 · Program Services	Expense	\$ _____
65220 · Supplies	Expense	\$ _____
65260 · Telephone & Internet	Expense	\$ _____
65280 · Training	Expense	\$ _____
65300 · Uniforms/Apparel	Expense	\$ _____
Other Types of Expenses		
66010 · Donations	Expense	\$ _____
66020 · Insurance	Expense	\$ _____
Travel		
68322 · Travel - Lodging	Expense	\$ _____
68326 · Travel - Transportation	Expense	\$ _____
Total Expense		\$ _____
Cash Advance Amount		\$ _____
Remaining Cash (Amount Owed)		\$ _____