AFG of MD and DC
Settlement of Advance

Date of Advance: _____ Amount of Advance: _____

Check Number:_____ Date Advance Received:_____

Office/Committee: _____

Please keep a record of expenditures of the advance money as they are made. When the total amount of the advance has been spent, or when the project/event is complete, please complete this form and return it to the Treasurer.

Paid bills and receipts must accompany this form. Cash register receipts must be identified by a notation indicating what was purchased. If there are any funds left over, they must be returned to the Treasurer with this form. *Please be accurate!*

Date Spent	Item	Amount Spent

Total amount spent: $ _____

Amount returned to Treasurer: $ _____

Total accounted for (must equal amount of advance): $ _____

Signature:_____

Print Name: _____