

**ALAMEDA COUNTY CASH ADVANCE REQUEST FORM**

The \_\_\_\_\_ (Name of Organization) requests a cash advance in the amount of \$\_\_\_\_\_ to be applied against our contract with Alameda County for \_\_\_\_\_ services pursuant to the contract during the period \_\_\_\_\_, 20\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_\_.

**REASON FOR REQUEST(S):**

\_\_\_\_\_ **Cash Flow** *Provide estimates of available cash balances, expenditures and revenues to be received for the month for which the advance is requested.*

Cash Balances: \_\_\_\_\_  
 Estimated Revenues: \_\_\_\_\_  
 Subtotal: \_\_\_\_\_  
 Estimated Expenses: \_\_\_\_\_  
 Estimated Shortfall: \_\_\_\_\_

\_\_\_\_\_ **Extraordinary One-Time Expense(s) (Detail)** *Provide an attachment if additional space is necessary.*

Item	Amount

\_\_\_\_\_ **New Contractor/Program Start-Up Expenses** *Attach a detailed list of expenses.*

**REPAYMENT PLAN:**

\_\_\_\_\_ **Monthly Repayment** (Offset over a specified period of time)

Offset will be made in equal amounts of \$\_\_\_\_\_ over \_\_\_\_\_ months, beginning in \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ **Lump Sum** (Offset at end of contract period as appropriate. Explain how services will be provided for final month of contract, absent a new contract).

I hereby attest that the information submitted in connection with this request is accurate to the best of my knowledge or represents my best estimates at the time of submission.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_

**FOR COUNTY USE**

Source of Funds: \_\_\_\_\_ Contract #: \_\_\_\_\_

Funds available in Fund # \_\_\_\_\_ Dept # \_\_\_\_\_ Account # \_\_\_\_\_ Project # \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*(Supervising Department to forward: 1 copy to CAO analyst, 1 copy to Auditor)*