

INSTRUCTIONS

1. Use this form when the detail (Block 4) on the CO-17 RPC form indicates advances have been made.

2. Sign original and file with CO-17RPC.

(1) DOCUMENT NUMBER

(2) DATE

(3) BUSINESS UNIT

| (4) NAME OF PAYEE | (5) AMOUNT | (6) DATE OF ADVANCE | (7) NUMBER OF DAYS OUTSTANDING | (8) REASON FOR ADVANCE |
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| (9) TOTAL | | | | |

(10) If petty cash advances remain in excess of thirty days, explanation and complete justification is required.

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| (11) AUTHORIZED SIGNATURE | (12) TITLE | (13) DATE SIGNED |
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