

Appendix 1: Cash advance receipt



Name: _____

Address: _____

The purpose of this letter is to confirm that on (date) _____

I agree to the following:

1. I have reconciled all previous funds given to me tenant action funds.
2. I have received a cheque in the amount of \$_____.
3. I will only use the funds for the purpose of the project and for eligible expenses and for resources outlined in the tenant action funds application form.
4. I will fill out the expense report given to me to document usage of these funds.
5. I will keep and provide all original receipts for the funds spent on the specific project or item(s) purchased that is documented on the tenant action funds application.
6. I will give both the completed expense report and all original itemized sales receipts to [CSC NAME] as soon as the project completed /item(s) purchased taking no longer than 14 days to do so.
7. I will provide a project summary report of my use of funds (i.e., number of people, activities, highlights, successes, challenges, purchases) which will include a brief written report, showing pictures, videos if applicable, provide literature/fliers and other supporting material in writing or verbally.
8. If needed, I will ask [CSC NAME] for assistance to fill out the expense report and/or put together a summary of how the funds were spent and the outcomes.

Applicant name (print):

Community Services Coordinator name (print):

Applicant signature:

Community Services Coordinator signature:
