CATHOLIC RELIEF SERVICES – USCCB

###### SIMPLIFIED CASH REQUEST FORM

### DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# OCH CUSTODIAN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERIOD OF REQUEST: START DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**END DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Normally the period of request is 4 weeks. However requests can be made for shorter periods as well)**



**APPROVED OCH LEVEL(A) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CASH IN HAND(B) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CASH REQUIREMENT FOR THE PERIOD© :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CASH REQUIRED (D= C-B + Buffer) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**If the “Cash Required” request if more than the approved OCH level (A), then a request needs to be made to the CR/ RD to increase the Approved OCH level.**