

# CASH ADVANCE

If you are requesting a check prior to making purchases, this "Cash Advance" form needs to be completed and submitted with a Purchase Order.

Student Activity Fund: \_\_\_\_\_

Advisor: \_\_\_\_\_

I am requesting \_\_\_\_\_ for the purpose of purchasing \_\_\_\_\_  
(Amount)  
\_\_\_\_\_ for the above mentioned student activity. I understand that the items purchased must be included in my previously approved budget.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Treasurer Approval

Check # \_\_\_\_\_ issued on \_\_\_\_\_ (date).

.....  
**TO BE COMPLETED AFTER PURCHASE:**

Amount of Request \_\_\_\_\_

Amount of Purchase (receipts attached) \_\_\_\_\_

Amount to be returned \_\_\_\_\_

Amount due to Advisor \_\_\_\_\_

**TOTAL DISBURSED** \_\_\_\_\_

\_\_\_\_\_  
Treasurer Approval