Reset Form

St. Olaf College
Student Organization Cash Advance Request Form

Cash advances are intended to enable student organizations to have cash on hand for events.
Student Orgs must return the full amount to the Business Office upon completion of the events.

For other cash needs, student organizations are encouraged to use the student organization's credit card, or pay with cash and submit an expense reimbursement form (note: sales tax will not be reimbursed)

Date: _____

Org Name: _____

Contact Name: _____

Email: _____

Phone: _____

Unit #: 10- _____ -11650- _____
company **unit** account activity subcode
(activity & sub optional)

Event Description: _____

Dates of event: _____

Approver Name: _____

Approver Signature & Verification Stamp: _____ Date

Denomination of funds needed:

	Dollar Amount
Quarters (in $10 increments):	
Dimes (in $5 increments):	
Nickels (in $2 increments):	
Pennies (in $.50 increments):	
$1's:	
$5's:	
$10's:	
$20's:	
Other:	
Total Advance Amount:	**0.00**

By signing below, I agree to **fully return these funds within ten days** of the withdrawal.

Received Funds: _____ _____ _____
Signature Print Name Date

Instructions for receiving an advance:

1) Bring the completed form to the Student Activities Office or the Buntrock Administration Office. They will check the org balance, approve the advance, and put a Verification Stamp on the form. The Approvers are the Director of Student Activities, Director of Buntrock Commons, and the SGA Financial Officer.
2) Take the form to the Business Office window to receive cash.
3) Keep a copy of the form for your records. You can ask the Student Activities Office or Business Office to make a copy.

Instructions for return of advance:

1) Fill out a deposit form for the advance amount using your student organization unit number and account number 11650 (e.g. Advance Funds 10-9XXXX-11650) and bring to the Business Office.
2) If you have extra cash (revenue from event), use a second line on the deposit form to record the extra money using your student organization unit number and account number 46500 (e.g. Revenue Funds10-9XXXX-46500) and bring to the Business Office.