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 organizations credit card, or pay with cash and submit an expense reimbursement form (note that 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:

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.

Signature: _____ Date: _____

Instructions for receiving an advance:

1) Bring the completed form to either the Office of Student Activities or the Buntrock Administration Office, so the org cash balance may be checked and advance can be approved and have the verification stamp. (Approvers for activity 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:

Fill out a deposit slip for the advance amount using your student organization unit number and account number 11650 (e.g. 10-9XXXX-11650) and bring to the Business Office.

If you have extra cash (revenue from event), use a second line on the deposit slip to record the extra money using your student organization unit number and account number 46500 (e.g 10-9XXXX-46500) and bring to the Business Office.
e.g. Advance 10-9XXXXX-11650
Revenue 10-9XXXX-46500