Clear

Number: _____

Travel Request Form Number: _____

Business Services

CASH ADVANCE PAYMENT FORM

Purpose: The purpose of a cash advance is to provide a method for purchasing supplies or other miscellaneous expenses when standard purchasing procedures will not work. For accounting and auditing purposes, ***the payee of this cash advance is personally responsible to return all original detailed receipts and any unused cash to the Business Office within two business days after the conclusion of each event.*** Failure to clear a cash advance in this time frame may cause suspension from future Student Government/club activities.

Payee(advisor/staff): _____ *ID No.* _____

Payee's Work Number: _____ *Payee's Cell Number:* _____

Event: _____ *Pick-up Date:* _____

Event Date: _____ *Date to be returned by:* _____

Cash Advance Amount: _____ *Account Number(s):* _____

_____ _____

Club Advisor(*if applicable***)** **ASMJC /Club President**

_____ _____

Associate Dean of Campus Life & Student Learning **Dean of Special Funded Programs (if applicable)**

I hereby acknowledge that I have read the terms and conditions of this cash advance and all my concerns and questions have been answered prior to the pick-up of the check

Payee's signature: _____ *Date:* _____

For Business Office use only			
Staff ID Number:	_____	Cash Advance Amount:	_____
Check Number:	_____	**Less:** Total of Returned Receipts	_____
Check Date:	_____	**Less:** Total of unused cash	_____
		Total Over/Short	
		Cash Receipt Number	_____