Cash Advance Request Contract

Date: ______________

Student Group: ________________  Student Name: ________________  Phone: _________________

Cash Advance Request: ______________________________

Money to be spent on: ___________________________________________________________________

Date you need the cash: ________________________________

Advisor Name: _______________________________________________________________________

Transaction

Amount of cash given to student from Advisor: ________________  Date: ________________

“Cash advances between a student organization member and their advisor is cash from the advisor own or college account. I understand that I am entering a contract with my advisor and that I am responsible for returning any unused funds and original receipts on the same day I use the money. If I do not, I will owe the college the amount of unaccountable funds and may not be able to register for future courses.”

_______________________________  _______________________
Student Signature  Date

_______________________________  _______________________
Advisor Signature  Date

Collection of Receipts and Unused funds

Date: ________________

Amount of money returned: ________________

Amount of money shown used in receipts: ________________

Amount of money unaccountable for: ________________

Student Signature: ________________  Advisor Signature: ________________