STUDENT ORGANIZATION

CASH ADVANCE RESPONSIBILITY FORM

PAYEE: _______________________________ ADVANCE AMOUNT: __________

UB BOX: ______________________________ PHONE NUMBER: __________________

ORGANIZATION NAME: ________________________________

ACCOUNT NUMBER: ________________________________

NAME OF EVENT: ________________________________

DATE OF EVENT: ________________________________

ITEMS TO BE PURCHASED:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

I understand that this advance is a loan to me so that I do not have to use personal funds for expenses incurred for the above named student organization event. Original itemized receipts must be submitted immediately following the event (within 2 weeks) to the Business Office in order to reconcile this advance, and all unused funds must be deposited back into the student organization account named above.

Signed ________________________________ Date ______________________