

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 \_\_\_\_\_