



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: _____