St. Olaf College Student Organization Cash Advance Request Form

Cash advances are intended to enable student organizations to have cash on hand for events.

Student Orgs must return the full amount to the Business Office upon completion of the events.

For other cash needs, student organizations are encouraged to use the student organization's credit card, or pay with cash and submit an expense reimbursement form (note: <u>sales tax will not be reimbursed</u>)

Date:			_		Denomination of funds	needed:
						Dollar Amount
Org Name:					Quarters (in \$10 increments):	
Contact Name:					Dimes (in \$5 increments):	<u> </u> -
Email: _.					Nickels (in \$2 increments):	-
Phone:					Pennies (in \$.50 increments):	_
Unit #:	10-	-11650-				_
	company unit	account	-	subcode sub optional)	\$1's:	
Event			(dollvity d	oub optional)	\$5's:	
Description:						
					\$10's:	_
Dates of						
event:					\$20's:	_
Approver Name:					Other:	_
Approver Signature:					Total Advance Amount:	
& Verification Stamp			Date			
	• • • • •			6.0		
By signing below, I agree to	fully return these	tunds wit	nin ten da	lys of the wit	ndrawai.	
Received Funds:						ļ

Instructions for receiving an advance:

Signature

1) Bring the completed form to the Student Activities Office or the Buntrock Administration Office. They will check the org balance, approve the advance, and put a Verification Stamp on the form. The Approvers are the Director of Student Activities, Director of Buntrock Commons, and the SGA Financial Officer.

Print Name

- 2) Email the Business Office at business@stolaf.edu to arrange a time to pick up the cash.
- 3) Keep a copy of the form for your records. You can ask the Student Activities Office to make a copy.

Instructions for return of advance:

- 1) Fill out a deposit form for the advance amount using your student organization unit number and account number 11650 (e.g. Advance Funds 10-9XXXX-11650) and place in the drop box at the Business Office.
- 2) If you have extra cash (revenue from event), use a second line on the deposit form to record the extra money using your student organization unit number and account number 46500 (e.g. Revenue Funds10-9XXXX-46500) and place in the drop box at the Business Office.

Date