



Use this form when completing any student club financial transaction. Please bring your completed and signed form along with other documentation to Student Financial Services in SSC 230.

STUDENT CLUB/ORGANIZATION INFORMATION

Club/Org Name: _____ Today's Date: _____
(Name as it appears in Wildcat Sync and without abbreviations)

Club/Org Officer Name: _____

Event Name/Transaction Purpose: _____ Event Date(s): _____

SC _____ D16505 660903
 FUND DEPT ID ACCOUNT

TRANSACTION INFORMATION

Transaction Type: _____ **Amount:** _____

CASH ADVANCE/CHANGE FUND REQUEST (up to \$250) \$
 MEANS FOR SAFEKEEPING LOCKBOX SAFE
 Cash advances are to be used exclusively for activities or events which must be approved by Student Life & Leadership. Original ITEMIZED receipt(s) must be taped to a blank sheet of paper, stapled to this form and returned to SSC 230 within 3 business days of the activity/event. Failure to comply could result in a hold on your student record or a charge to your student account.

CASH REIMBURSEMENT (no services) \$
 Cash reimbursements cannot exceed \$500. Original ITEMIZED receipt(s) must be taped to a blank sheet of paper, stapled to this form and returned to SSC 230 within 30 business days after purchase. Services may never be paid via cash reimbursement.

PAYEE NAME (required for amounts >\$500): _____

PO/PCARD FOR SERVICES, GOODS OR REIMBURSEMENTS >\$500 \$
 Services and/or goods greater than \$500 must always be paid via PO or PCARD. Please contact SCO Coordinator for assistance.

PAYEE NAME (for reimbursement only): _____

TRAVEL \$
 Please contact SCO Coordinator in SSC 230 for assistance with university travel procedures.

DESTINATION (City, State): _____
 # Students traveling?: _____
 Advisor traveling? (circle one): YES / NO

SIGNATURE APPROVAL

By signing below, I acknowledge and confirm that I am following Student Org policy and procedures.

Club/Org Officer: _____
 PRINT NAME SIGNATURE DATE

Club/Org Advisor: _____
 PRINT NAME SIGNATURE DATE

SFIN USE ONLY

FIN Rep: _____
 PRINT NAME SIGNATURE DATE