



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.

<b>STUDENT CLUB/ORGANIZATION INFORMATION</b>			
Club/Org Name: _____ <small>(Name as it appears in Wildcat Sync and without abbreviations)</small>			
Club/Org Officer Name: _____			
Event Name: _____		Event Date(s): _____	
Chartfield:	SC ___ ___	D16505	
	FUND	DEPT ID	ACCOUNT

<b>TRANSACTION INFORMATION</b>	
<b>Transaction Type:</b>	<b>Amount:</b>
<input type="checkbox"/> CASH ADVANCE (up to \$250)	\$
<small>(Cash advances are to be used exclusively for activities or events which must be approved by Student Life &amp; 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.)</small>	
<input type="checkbox"/> CASH REIMBURSEMENT (up to \$500; <b>no services</b> )	\$
<small>(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 3 business days after purchase. <b>Services may never be paid via cash reimbursement.</b>)</small>	
<input type="checkbox"/> PURCHASE ORDER (PO) FOR SERVICES, GOODS OR REIMBURSEMENTS >\$500	\$
<small>(Services and/or goods greater than \$500 must always be paid via PO. PO's require supplemental documentation. Please contact SCO Coordinator for assistance.)</small>	
<input type="checkbox"/> UNIVERSITY CREDIT CARD PURCHASE	\$
<small>(University Credit Cards may be used to pay for conference registrations, membership dues, subscriptions, etc. Please contact SCO Coordinator for assistance.)</small>	
<input type="checkbox"/> ON-CAMPUS SERVICES	\$
<small>(Please contact SCO Coordinator in SSC 230 for assistance with on-campus services such as the Copy Center, FMS, Print Shop, etc.)</small>	
<input type="checkbox"/> TRAVEL	\$
<small>(Please contact SCO Coordinator in SSC 230 for assistance with university travel procedures.)</small>	

<b>SIGNATURE AUTHORITY</b>			
Club/Org Officer:			
	PRINT NAME	SIGNATURE	DATE
Club/Org Advisor:			
	PRINT NAME	SIGNATURE	DATE
FIN Representative:			
	PRINT NAME	SIGNATURE	DATE