**Cash Advance**   
Student Organizations  
Berry College

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Office Use Only** | | | | Berry ID#  OSO |  | | | |  | |  | | |  |
|  | | | | | | | | | | | | | | |
| Name |  | | | | | | | Berry ID # | |  | Submission Date | | |  |
| Organization Name | |  | | | | | | | | | SO Account # | | |  |
| Name of Event | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Reason for advance | | |  | | | | | | | | | | | |
| Date needed | | |  | | | | | | | | | | | |
| Amount needed | | | **$** | | | | | | | | | | | |
| Required signatures (Form will not be processed without ALL signatures) | | | | | | | | | | | | | Date | |
| **Individual for Cash Advance**  *Name must match receipts and original cash advance* | | | | | | |  | | | | | |  | |
| By signing this form, I understand an expense voucher must be submitted to the Student Government Office within seven (7) working days after the date of use or the FULL AMOUNT of this cash advance will be my personal responsibility and deductible from my paycheck and/or student bank account. | | | | | | | | | | | | | | |
| **Club Representative**  *Officer of the club NOT collecting cash advance* | | | | | |  | | | | | |  | | |
| **Organization Advisor** | | | | | |  | | | | | | |  | |
| **Student Government Office** | | | | | |  | | | | | | |  | |
| **Dean of Students Office** | | | | | |  | | | | | | |  | |
|  | | | | | | | | | | | | | | |
| ***Processing Instructions for Cash Advance*** | | | | | | | | | | | | | | |
| To receive a cash advance, complete and submit form to SGA for approval at least 3 BUSINESS DAYS prior to the date needed. | | | | | | | | | | | | | | |
| Funds will be available for pick up from the Cashier’s Window in Hermann Hall, Monday through Friday 9 a.m. – 4 p.m. | | | | | | | | | | | | | | |
| Copies of this Cash Advance form are to be made on Orange paper before submitting to the SGA Office. | | | | | | | | | | | | | | |
| Cash Advances received from the Business Office are to be used for purchases and travel for Student Organizations. | | | | | | | | | | | | | | |

Updated 08/7/2017