



**OKLAHOMA CITY UNIVERSITY  
REGISTERED STUDENT ORGANIZATION  
CASH ADVANCE FORM**



SFS INITIALS: \_\_\_\_\_

Student Organization Name: _____	Date: _____
Org. Primary Contact: _____	
Org. Primary Email: _____	

Name of Individual Authorized to Pick Up Cash Advance: _____	B# _____
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DESCRIPTION OF CASH ADVANCE	Banner Index	Banner Acct	Amount Requested
What is the cash advance being used for? Please be as specific as possible.	Organization Account Number	7251	How much cash do you need?
ex: Supplies for recruitment event or gas for a conference	8XXXXX	7251	
<b>TOTAL CASH ADVANCE REQUESTED (cash advances may not exceed \$250):</b>			

Must Be Signed in Blue or Red Ink

**ADVISOR APPROVAL:**

Advisor Name (please print): _____
Department: _____
Advisor Signature: _____
Date: _____

**STUDENT AFFAIRS APPROVAL:**

Staff Name: _____	<b><u>Account Information as of Staff Signature Date:</u></b>
Staff Signature: _____	Organization Balance: _____
Date: _____	Receiving SGA Funds:     Y     N
	Pending SGA Funds: _____

**RECEIPTS DUE BY:** \_\_\_\_\_

Receipts must be itemized (detailed) and a photo copy of each receipt must be provided

**A UNIVERSITY PHOTO I.D. IS REQUIRED TO BE PRESENTED BY THE PERSON  
PICKING UP FUNDS BEFORE STUDENT ACCOUNTS WILL RELEASE FUNDS**