

CASH ADVANCE/PROMISSORY NOTE

AN OSL REQUISITION MUST BE ATTACHED TO THIS BACKUP DOCUMENT

Before you receive your cash advancement check, we require your written assurance that you will submit your original receipts to the Office of Student Life (OSL) within (5) working days from today.

PLEASE COMPLETE, SIGN AND RETURN TO OSL WITH A SIGNED REQUISITION.

Today's Date: _____ Due Date to return receipts _____
(Five working days from today)

Organization: _____

Name: _____
(Please print your name)

Received advance in the amount of \$ _____

Purpose for these funds: _____

I am aware that I am personally liable for this cash advancement check and I agree to return all receipts for my purchase(s) and deposit any unused funds into my organization's trustee account within five working days from today.

I understand that if the receipts are not returned by the due date, my organization will not be able to access the trustee account or schedule University facilities. I ALSO REALIZE I WILL BE BILLED ON MY PERSONAL BARC ACCOUNT FOR ANY SHORTAGES OR DELINQUENT FUNDS.

Signature: _____

AFTER YOU HAVE MADE YOUR PURCHASES, PLEASE RETURN YOUR RECEIPTS TO OUR STUDENT ORGANIZATION ACCOUNTANT FOR REVIEW.

Office of Student Life
Student Affairs Administration Building, Room 2201

