

CALIFORNIA WESTERN

SCHOOL OF LAW | San Diego

STUDENT ORGANIZATION ADVANCE REQUEST ACKNOWLEDGEMENT FORM

Student Name: _____

Student Organization: _____

Reason for Advance (business purpose): _____

Advance Amount Requested: \$ _____

Source of Funding: [] SBA [] Dues

Terms of the Advance:

Students who have been approved for an advance are required to submit original, detailed receipts as substantiation for all expenses incurred. The expense substantiation plus any unused cash must be returned to the Business Office within 14 business days of receiving the advance payment. Failure to submit the required documentation and/or return of any unused cash by the deadline may result in the following actions:

- Amount may be reported as compensation to the Internal Revenue Service (IRS) as compensation. **Please note:** amounts reported to the IRS as compensation may have a negative effect on any future requests for federal financial aid.
- Student may have a Business Office hold placed on account.
- Student Organization may be prohibited from further reimbursements during the trimester.
- Student Organization may be prohibited from seeking SBA funds the following trimester.
- In rare cases, and Honor Code violation may result.

I acknowledge that I have read and understand the terms of the advance detailed above.

Student Signature

Date

***** DO NOT WRITE BELOW THIS LINE *****

Account: _____

Request Approved:

SBA Treasurer

Assistant Dean for Students & Diversity Services

Date

Date