

STUDENT ORGANIZATION ADVANCE REQUEST FORM

This form is for expenses over \$100.00

Please note that the process to receive funds may take up to 14 business days.

1. Name: _____ 2. Email: _____

3. Organization (Full Name): _____

4. Event : _____ 5. Event Date: _____

6. Reason for advance (business purpose): _____

7. Amount Requested: \$ _____ 8. Source of Funding [] SBA _____

[] Dues

TERMS OF ADVANCE:

Students who have been approved for an advance are required to submit original, detailed receipts as proof for all expenses incurred. The expense receipts 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:

- If proper reimbursement documents (form & receipts) are not received, 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, an Honor Code violation may result.

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

Signature: _____ Date Submitted: _____

Request Authorized By Student Organization: [] President or [] Treasurer

Date: _____

Funds Verified by SBA Treasurer:

Date: _____

Request Approved by Asst. Dean for Student & Diversity Services:

Date: _____