

## Event Cash Advance Request

The University will issue advances to faculty, staff and students conducting University business for the purpose of making change in connection with a specific event. These advances will be charged directly against the University account indicated below and are expected to be cleared on a timely basis after each event. Cash advances are cleared by depositing all cash proceeds from an event into the same account against which the advance was charged.

\_\_\_\_\_  
Requestor Name (Please Print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Club/Hall/Organization Name

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Address

BUDGET NUMBER:

8	2					-	5	9	0	1	5	-	7	1	0	7	1	-	9	7	-						
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BUSINESS PURPOSE: \_\_\_\_\_  
(This must explain who, what, where, when & why.)

**Breakdown of Cash Requested:**

<b>Currency:</b>			<b>Coin:</b>	
Number	Denomination	Amount	Rolls	Denomination
_____	<u>100's/50's</u>	\$ _____	_____	<u>.25 (\$10/roll)</u>
_____	<u>20's</u>	\$ _____	_____	<u>.10 (\$5/roll)</u>
_____	<u>10's</u>	\$ _____	_____	<u>.05 (\$2/roll)</u>
_____	<u>5's</u>	\$ _____	_____	<u>.01 (\$.50/roll)</u>
_____	<u>1's</u>	\$ _____	<b>Total Request</b>	_____

**Student Union Treasurer's Office  
314 LaFortune Student Center**