



Account Number

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Sub-Account Number

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Date (mm/dd/yyyy)

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Cash Advance Form

Student Organization Finance Center

Texas A&M University
P.O. Box 5688 Aggieland Station
College Station, TX 77844-9081
Campus Mail Stop 1236

Student Organization Name:

Voucher #:

E

Federal ID#

3711711711U

Pay To: (Name, Address, City, State, ZIP)

SOFC
217 MSC
College Station, TX 77843-1236

- Processing will take one business day except when there are vendor problems, incomplete expenditure form, or other problems not in our control.
- **ORIGINAL** receipts must be submitted within 5 days for all expenditures.
- Cash advances may not be used to pay for tangible gifts greater than \$100, services, prizes, awards, gift cards, memberships, or dues.
- Shaded areas are required fields.

Purpose of Cash Advance:

Description of Goods or Services	Object Code	AMOUNT
Clothing	5756	
Food	4015	
Items for Resale	6911	
Membership	5210	
Office Supplies	4017	
Other Expenses	6337	
Payment for Services(1099)	5453	
Rent	5880	
Travel	3420	
Utilities	5025	
	TOTAL	

I certify that this money is to be used as outlined above and that **NO ALCOHOLIC BEVERAGES** are included in this purchase.

Name of person picking up check

Phone number

Organization

Comments:

Printed Name of Student Organization Leader

Phone Number

Student Organization Leader Signature

Date

SOFC Comments:

Faculty/Staff Advisor Signature

Date

Additional Signature as Needed (i.e. Area Coordinators, purchases for \$2,500.00 or over, Student Government, etc.)

Date

Privacy Policy "State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."