SOFC Cash Advance

Student Organization Name:

Account Number | Sub-Account | Date (mmddyyyy)

SOFC Use Only

E-Doc #

Voucher #

Ticket #

Funds Custodian Information

Funds Custodian - *cannot be a signer on the form*

Name:

Phone Number:

Mailing Address:

UIN #:

☐ Cash *(up to $1,500.00)*

☐ Check *(> $1,500.00)*

Check#:

Date:

☐ Cash or check in the amount of $ _____ was transferred from the SOFC custodian to (me) the funds custodian listed. As funds custodian, I understand and accept the fact that I am personally responsible for all funds entrusted to me until the monies and / or receipts are submitted to the SOFC for reconciliation. I also understand that a complete accounting of all expenditures, supported with original itemized receipts, will be made and that these funds are to be used only for the purpose specified. Use of these funds for any other purpose is forbidden.

☐ I understand cash advances cannot be used for services, rentals, gift cards, gifts above $100 in value or for anything that may be considered income, including tips/gratuity unless included in the price of the meal (large party).

☐ **Required to reconcile by date:**

Funds Custodian Signature - *Photo ID required*

SOFC Signature

Payment Information

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

Student Organization Leader Signature

Phone: | Date:

Faculty / Staff Advisor Signature

Phone: | Date:

SOFC Signature(s) as needed

Phone: | 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 the 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."

Statement of purpose and benefit to the organization:

Description	Object Code	Amount
Travel	3420	
Food	4015	
Office Supplies	4017	
Utilities	5025	
Membership	5211	
Clothing	5756	
Other Expenses	6337	
Items for Resale	6905	
	Total	

Reconciliation Information

Deposit #:

Amount:

Receipts:

Total:

Reconciled By Signature | Date

SOFC Reconciled By Signature | Date

Travel Form Password
(Required for travel more than 25 miles from College Station)

SOFC Notes

Student Organization Finance Center *235 Koldus Student Services Building Mail Stop 1236 College Station, TX 77843-1236 (979) 845-1114*

Services of the Student Organization Finance Center are supported by the University Advancement Fee