



Penn State New Kensington
Student Government Association
Request for Cash Advance

Date: _____ Closing Date for Advance: _____

Club/Organization: _____

Student Receiving Advance: _____

Make Check Payable to: _____

Purpose, Destination & Inclusive Dates:

Amount: _____

I approve of the issuance of this advance on behalf of the named department/organization. Any expenditure made with this advance is subject to further approval according to Penn State policies and procedures.

Signed: _____ (SGA Advisor) Date: _____

Signed: _____ (Club Officer) Date: _____

(This signature is an officer other than the person requesting the funds.)

Student Please Fill Out:

I received an advance of \$ _____ from _____ .
I intend to use this advance for the purpose state above and understand that I will be liable for the amount of the advance until settlement, *and provide all documentation as to usage of this cash advance (receipts), if applicable.* I understand that any expenditures made with this advance are subject to further approval according to Penn State Policies and Procedures.

Signed: _____ Date: _____

Settlement:

Amount of Money Returned: \$ _____ Date: _____

Signed (Student): _____ Date: _____

Signed (SGA Representative): _____ Date: _____

******ATTACH ALL RECEIPTS TO CASH ADVANCE FORM******