REQUEST FOR CASH ADVANCE

STUDENT CLUB ACCOUNTS





Mt. San Antonio College

1100 North Grand Avenue Walnut, California 91789-1399 www.mtsac.edu

<u>Section I</u> - Initial Request		CASH - Upto \$200 ONLY FOR PURCHASE OF SUPPLIES OR FOOD						
Name:			Banner ID:					
(Last, First) Amount:			Date Requested:					
Event Purpose & Date/s:	Date Neede	Date Needed:						
Detailed Description of Purchase:			Fiscal Service	es Use Only - for	Section I Review			
	-	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
				Accounting Approval:				
				GL Account:				
		Ck #: Ck Date:						
Approval Signature:					_ ' ' ' ' ' '			
Cash Received By:		(Club Advisor)						
(Print Name)				(Signature) (Date)				
Section II - Original Itemized Receipts	and Remaining Fund:	s Reconciliation- <i>to be completed after p</i>	ourchases are made	2				
RECEIPTS SUBMITTED				ACCOUNT CLASSIFICATION				
PURCHASED FROM	17	EM DESCRIPTION	FUND	ORG	ACCT	PROG	AMOUNT	
							\$ -	
							\$ -	
REMAINING CASH ON HAND:						1		
Currency	# of Bills		Currency Total	Coin	# of Coins		Total	
Hundreds	61 56	100.00		Dollar	ii di daiii	1.00	-	
Fifties		50.00	-	Half Dollar		0.50	-	
Twenties		20.00	-	Quarters		0.25		
Tens		10.00	-	Dimes		0.10	-	
Fives		5.00	-	Nickels		0.05	-	
Twos		2.00	-	Pennies		0.01	-	
Ones		1.00	-				-	
Total Currency			\$ -	Total Coins			-	
Total Cash Remaining on Hand							\$ -	
CASH RECONCILIATION:				Section II Revi	iew			
Initial Amount Requested: \$				Reviewed by Club Advisor				
Less Total Receipt Expenses:			-	Print Name		Cia	ınature	
Less Cash Due Mt SAC: Reconciled Cash (Should be \$0):			\$ -	· · · · · · · · · · · · · · · · · · ·		Sig	nature	
· ' '			•	Date			Extension	
				Reviewed by I	Fiscal Services	Sign and Date		
						sign und Date		