



Shippensburg University Student Services, Inc.

Fiscal Office | CUB 204
 1871 Old Main Drive
 Shippensburg, PA 17257-2299
 Telephone: (717) 477-1730 Fax: (717) 477-1636 Email: ssinc@ship.edu
 Business Hours: Monday – Friday, 8 am – 4 pm

Athletics Petty Cash Advance Request Form

Sport/Budget: _____

Requested Pick Up Date: _____

Opponent and/or Purpose of Trip:

Meals _____ Lodging _____

Travel _____ Other _____

Total Amount Requested _____

Payment Recipient Name & Email

*Signature

Date

Authorized Representative Name & Email

*Signature

Date

Athletic Administration Name & Email

*Signature

Date

Fiscal Office Signature

Date

****All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.****