

Performing Arts Petty Cash Advance Request Guidelines for Form SS06

Purpose of Form

Request cash advance to be paid on behalf of performing arts group.

Where to Deliver

Forms must be delivered to SUSSI Fiscal Office, CUB 204. Business hours are Monday – Friday, 8 am to 4 pm.

Information Requirements:

Section 1: To be completed prior to picking up funds

Organization Name

Who the cash advance is being made on behalf of.

Organization Number

Number associated with your Organization Name, if you are unsure of your number, it can be found next to the name of your group on SHIP Link/Campus Groups.

Date

Date the form was completed.

Purpose of Trip

Brief explanation of trip.

Date(s) of Funds Use

Date(s) of trip when funds will be used.

Meals

Amount requested for meals.

Other Expenses

Amount requested for other expenses (i.e. admission fees, expected tolls, etc).

Travel

Amount requested for travel.

Lodging

Amount requested for lodging. Receipts to be attached upon

Request Total

Amount requested between all line items.

Signatures

Student Group Officer (i.e. President, Treasurer, etc.) and Advisor must sign the expenditure request form. All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.

Section 2: To be completed upon return of funds

Must be accompanied by list of attendees with signatures, receipts, and mileage verification (i.e. MapQuest directions, etc.).

Total Expenditure

Combined total of all expenditures made.

Cash Returned

Any remaining balance of the cash advance returned to the Fiscal Office.

Balance Due

Amount that will be deducted from the organization's budget.

Return Date

Date that form and any remaining funds were returned to the Fiscal Office.

Signatures

Student Group Officer (i.e. President, Treasurer, etc.) and Advisor must sign the expenditure request form. All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.

****IMPORTANT****

All information on the request form and supporting documentation must be complete at the time of delivery. Incomplete information may cause delay in the payment process at the expense of the organization to whom payment is being made on behalf of. Also, please keep in mind that SUSI is exempt from sales tax. Pennsylvania exemption certificates are available at the SUSI Fiscal Office upon request.



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

Performing Arts Petty Cash Advance Request Form

Section 1: TO BE COMPLETED PRIOR TO PICKING UP FUNDS

Organization: _____ Organization No.: _____ Date: _____

Purpose of Trip: _____

Meals (1-6401):			Date(s) of Funds Use: _____	Other Expenses		
No. in Group:		Total Amounts		Description	Account Number	Total
Breakfast	# _____ x \$5.00 each	= \$ _____		_____	1 – 6 ___	= \$ _____
Lunch	# _____ x \$6.00 each	= \$ _____		_____	1 – 6 ___	= \$ _____
Dinner	# _____ x \$12.00 each	= \$ _____		_____	1 – 6 ___	= \$ _____
Per Day	# _____ x \$ ___ each	= \$ _____				

Travel (1-6203):

Destination: _____

Mileage: _____ x \$0.67/mile = \$ _____

Lodging (1-6402):

\$ _____

Request Total: _____ Amount Received: _____ Due Date: _____

Payment Recipient Name & Email Signature _____ Date _____

Student Group Officer Name & Email *Signature _____ Date _____

Advisor Name & Email *Signature _____ Date _____

Fiscal Office Signature Date

Section 2: TO BE COMPLETED UPON RETURN OF FUNDS

**** LIST OF ATTENDEES WITH SIGNATURES, RECEIPTS, AND MILEAGE VERIFICATION ARE REQUIRED UPON RETURN ****

Total Expenditure: _____ Cash Returned: _____ Balance Due: _____ Date Returned: _____

Student Group Officer Name & Email *Signature _____ Date _____

Advisor 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.****