

Pacific Lutheran University
 Business Office
EVENT CASH ADVANCE AUTHORIZATION

Request and type of denominations needed for events must be made 24hrs prior to event by email to the Business Office Cashier. Business Office has limited cashboxes, therefore cashboxes are not provided.

I authorize _____ ID# _____, to be advanced \$ _____ for a cashbox for the following event _____

All funds must be returned to the Business Office within **FIVE CALENDAR DAYS**.

Charge: _____ - _____ - _____ - _____

Department	Phone ext.	
Financial Manager (Print Name)	Signature	Date
Club Leader (Print Name)	Signature	Date

I understand I am personally responsible for this event cash advance until funds have been returned to the Business Office. If funds are not returned within five calendar days, the advance will be charged to my department and subsequent advance requests may not be approved.

Recipient (Please Print)	Signature	Date
Phone Ext.		

For Business Use Only:			Business Office Use Only	
Amt. Of Adv. \$ _____	_____	Date Issued/Receipt #	Accounts Receivable	
Amt. of Receipts \$ _____			Receptionist	
Amt. Returned \$ _____			Accounts Payable	
Total \$ _____		Date Returned/Receipt #		

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