



ADVANCE REQUEST FORM

Name of individual requesting advance:

Reason for advance (include the amount to be advanced):

Please initial after each statement if you understand and agree with the following:

I am personally responsible for the entire amount of the advance.

Any unused funds after the purpose of the advance will be returned to the University of South Carolina Alumni Association within five business days.

Any funds not returned to the UofSC Alumni Association will result in the immediate removal of the club chair from their position.

Any vendor that can be paid directly from the UofSC Alumni Association will NOT be paid with advance funds.

Gifts/registrations/fees/other monies collected by a club or individual CANNOT be reimbursed with advance funds.

Receipts from transactions need to be turned in to the UofSC Alumni Association within five business days.

This form must be filled out two weeks in advance.

I am a member of the UofSC Alumni Association and no funds will be handled by non-members.

Advance funds will not be used to purchase alcohol.

I understand that the UofSC Alumni Association requests I submit original receipts and complete meals/business cultivation when applicable.

These forms shall include all information that would be required for a standard check authorization or reimbursement. Meals/business cultivation forms will include the time, date, location, number of attendees as well as names. I certify that the expense(s) are ordinary and necessary business expenses of the University, that they have not or will not be reimbursed from any other source. Another advance will not be issued until the outstanding advance has been cleared.

Signature:

Date:

Expected date funds will be used: