



Advance Check Request Agreement

This form is for the use of advance funding; all areas must be filled in and constitutes a binding agreement:

Club/Organization/Program Requesting Advance: _____

Date of Event: _____ Amount: _____

Party to be paid*: _____

Reason for Advance: _____

Important: Original receipts need to be submitted to the ASI Business Office within two weeks following the event, otherwise your organization's privilege for advancement of funds will be revoked for a period of no more than 2 semesters. Further action up to and including suspension of your club account may be necessary.

Accepted and Agreed:

Authorized Signature

Date

Authorized Signature

Date

Director of Finance and Administration or Accounting Manager Approval: _____