

**Southwestern
Oklahoma State University
Foundation, Inc.**

REQUEST FOR CASH ADVANCE

Date: _____

Amount Requested: _____

Fund: _____

Payable To: _____

Purpose of Cash Advance: _____

Estimated Date(s) of Travel: _____

As soon as possible after returning from the above business travel, I understand I must submit receipts and excess cash to the SWOSU Foundation office, attention accountant. Excess cash will be re-deposited into Foundation fund from which it came.

Signature of Requestor

Foundation Director