

**HAMPDEN-SYDNEY COLLEGE  
PETTY CASH ADVANCE FOR CLUBS/ORGANIZATIONS**

Fill out the following form in detail and turn in to the Business Office. The Business Office is located at Cabell House (across from Via Sacra Road).

**Date** \_\_\_\_\_ **Amount of Request** \_\_\_\_\_  
(\$300 Maximum)

**Club/Organization** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Purpose of Advance** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Officer**

\_\_\_\_\_  
**Signature of Officer or Advisor**

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**FOR BUSINESS OFFICE USE ONLY**

**Date Advance Given** \_\_\_\_\_

**Given By** \_\_\_\_\_

**Date Receipts Received** \_\_\_\_\_

**Receipts Checked By** \_\_\_\_\_