



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

100 Campus Drive
Weatherford, Oklahoma 73096
(580) 774-3267

CASH ADVANCE

FROM: _____ DATE OF REQUEST: _____
Department (MM/DD/YY)

DEPARTMENT CHAIRPERSON: _____

FUND NUMBER: _____ FUND NAME: _____

PAY TO: _____

AMOUNT REQUESTED: _____

DATE DUE: _____

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 the Foundation fund from which it came.

HAS A SWOSU TRAVEL REQUEST FORM BEEN SUBMITTED AND APPROVED? YES _____ NO _____

APPROVALS:

DEPARTMENT CHAIRPERSON:

SIGNATURE DATE
DEAN

SIGNATURE DATE
FOUNDATION

SIGNATURE DATE