

# Southwest Texas Junior College

## Cash Advance

Date Submitted		<p style="text-align: center;"><b>**IMPORTANT NOTICE**</b></p> <p>By signing and submitting this form you agree that the requested funds will be used for the purposes stated. Failure to return a requisition with receipts within 5 days of your return date can result in a paycheck deduction to cover the amount of funds advanced to you.</p>
Traveler Name		
E-mail Address		
Account#		
Traveler Signature		
Division Chair/Director Signature		
VP Signature		

## Anticipated Expenses

Type of Expense	Description of Expense	Number of Days	Total of Expense
<b>Grand Total</b>			<b>0.00</b>

## Business Office Use

Amount Paid:

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Business Office Signature: \_\_\_\_\_

See Business Office Policies:

[http://www.swtjc.edu/tinybrowser/files/business\\_office/business\\_office\\_policies.pdf](http://www.swtjc.edu/tinybrowser/files/business_office/business_office_policies.pdf)