

Southwest Texas Junior College

Cash Advance

Date Submitted		<p>**IMPORTANT NOTICE**</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
Grand Total			0.00

Business Office Use

Amount Paid:

Business Office Signature: _____

See Business Office Policies:

https://swtjc.edu/documents/business_office/swtjc_business_office_policies.pdf