

## Request for a Cash Advance for Purchase of Books

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Semester: \_\_\_\_\_

Amount of Advance: \$\_\_\_\_\_

As a condition of requesting a cash advance for the purchase of books, I agree to use this advance exclusively for the purchase of books and related instructional supplies. I understand that this advance will be immediately charged to my student account.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Office of Administrative Services Approval (attach backup)