

Bryn Mawr/ Bi-College Check Request Form

*Bryn Mawr College Self-Government Association, Est. 1892
Student Finance Committee
101 North Merion Avenue
Bryn Mawr, PA 19010-2899*

ADVANCE AUTHORIZATION

Organization Name:	Date Submitted:	
Club Treasurer Name:		
Event:		
Payee:		
Treasurer's Signature:	Box #:	Phone#:

*If you are reallocating money to this event, please also complete and attach a reallocation form. For travel and conference expenditures, provide the dates, times, destinations, names and student ID numbers of the participants here:

Amount Requested: \$_____

Please Complete Reverse Side (do not write below this line)
For Student Finance Committee Verification

SFC Representative Approval: _____

Date Approved: _____

Advance Agreement

Name:		ID #:
School (circle one):	BMC HC	Graduation Date:
Box #:	Phone #:	Cell phone #:
Permanent Address:		

Agreement

I understand and agree to the following terms of this check or travel advance:

1. I am solely responsible for the receipt, distribution and reconciliation of this advance.
2. These funds are to be used only for the purpose described on the front of this form and in accordance with Bryn Mawr College policies.
3. All expenditures must be documented with a legitimate receipt, showing payment for the purchase of supplies of food with the letterhead of the establishment. Under no circumstances may cash be used to pay individual for performances, services rendered, or any other service that should be paid by contract and College check.

Documentation for expenditures must obey the following guidelines:

- Performers, speakers, DJs or other services: submit a signed College Contract.
Students are not permitted to enter into any formal binding agreement with outside parties and cannot sign contracts. You must contact the Student Activities Office to discuss creating and processing a contract.
 - Purchases of rentals: submit an invoice
 - Travel: Include all receipts for transportation, lodging, conferences fees, etc.
4. All monies and receipts concerning this advance are to be reconciled and submitted to the Student Finance Committee within fifteen (15) business days of the date the cash advance was received.
 5. Failure to reconcile this advance with the time permitted (15 business days) will result, at the discretion of the Student Finance Committee) in:
 - A freeze on my student club's account
 - Notification to the Dean's Office
 - A charge equivalent to the advance amount on my student account
 - A hold on my registration and/or graduation

Signature: _____ Date: _____