Using the Voucher for a Cash Advance:

1. **Complete a voucher form:**
   - (A): Fill out all lines that apply. This should match the name that will be printed on the check, and where it will be mailed.
   - (B): Obtain student and advisor signatures
   - (C): Check applicable box – we recommend hold for pickup. You will receive an email when it is ready to be picked up in SABO.
   - (D): Check cash advance and enter the date needed
   - (E): Organization Name, Date of Minutes, Motion Number, BAM Index Number, Amount, Total & Description. Tax cannot be reimbursed.

2. **Attach minutes.**
3. **Submit to Student Activities**
4. **After you have spent your cash advance, return any remaining cash to the Bursar’s Office.** Submit all original receipts along with the remaining cash receipt from the Bursar’s Office to SABO.