STUDENT CASH ADVANCE
Use this form to withdraw cash ($300 limit)

STUDENT NAME AND PERMANENT ADDRESS: 

SUBMISSION DATE: 

CLUB/ORGANIZATION: 

ADVISOR NAME: 

PURPOSE FOR ADVANCE: 

BANNER ID: 

FUND ORG. ACCOUNT 

AMOUNT $ 

SIGNATURE APPROVAL

Submitting Student Signature 

Advisor Signature 

Budget Administrator 

Return to Bursar, Musketeer Mezzanine 

XAVIER UNIVERSITY 

Enter your fund number here. If you do not know your fund number contact the Office of Student Involvement. Do NOT enter an Org.

Do NOT enter an Org.

Funds Available

YES DATE 

NO BY 

Enter your name. Briefly describe your purchases. 

Enter the same Fund and Account number you used on the top half of the form.

Enter the amount of cash you wish to withdraw. You may not withdraw over $300.

You must sign under Submitting Student Signature. Your Advisor must sign under Advisor Signature. The Office of Student Involvement will sign under Budget Administrator.

Enter the date you are returning this form.

Enter the total amount of cash you are returning. If you are not returning any cash, enter 0.

Deliver this form, along with receipts and any unused cash to the Office of the Bursar. You will sign under Returned By and the Bursar will sign under Received By.

Date form is submitted.

Your club name goes here.

Your club advisor’s name goes here.

Briefly describe what you are purchasing

Enter the total amount of cash you are returning. If you are not returning any cash, enter 0.

Deliver this form, along with receipts and any unused cash to the Office of the Bursar. You will sign under Returned By and the Bursar will sign under Received By.

Enter your name. Briefly describe your purchases.

Enter the same Fund and Account number you used on the top half of the form.

Enter the amount of cash you wish to withdraw. You may not withdraw over $300.

You must sign under Submitting Student Signature. Your Advisor must sign under Advisor Signature. The Office of Student Involvement will sign under Budget Administrator.

Enter the date you are returning this form.

Enter the total amount of cash you are returning. If you are not returning any cash, enter 0.

Deliver this form, along with receipts and any unused cash to the Office of the Bursar. You will sign under Returned By and the Bursar will sign under Received By.
## Student Cash Advance

### Withdrawing Cash

**Check List**

- **Always use a Xavier Tax Exemption Certificate when making purchases and save your receipts!**
  
- Fill out form.
  
- Get advisor’s signature.
  
- Submit the form to the Office of Student Involvement for approval.
  
- You will be notified via email by the Office of Student Involvement when your form is approved, signed, and ready for pick-up. Pick-up the form from the Office of Student Involvement.
  
- Deliver form to the Office of the Bursar to receive cash.
  
- Spend cash – remember to use the Tax Exemption Certificate when making purchases!
  
- Return bottom half of form, the **Student Cash Return** along with your receipts and any unused cash to the Bursar.

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**Find Forms at:** Xavier.edu/Clubs Under Club Finances.

**To use this form to withdraw cash you must:**

- Need cash for organizational related expenses ($300 limit per day)
- Know your organization’s Fund Number
- Have your advisor’s signature
- Use the Xavier Tax Exempt Certificate (Xavier will not reimburse for tax) for purchases
- Keep receipts from any purchases
- Close your cash advance by submitting the Student Cash return, receipts, and any unused cash to the Bursar

**What is the Tax Exemption Certificate?**

Xavier University is a tax exempt institution. When making purchases you will need to show the cashier Xavier’s “Sales and Use Blanket Exemption Certificate” to avoid being charged sales tax. Simply let the cashier know you are tax exempt and present the form. You can find a copy of certificate on Xavier.edu/Clubs, under Club Finances.

**What is my Fund Number?**

If you don’t know your organization’s fund number, email Crystal Guffey in the Office of Student Involvement at guffeyc@xavier.edu or check out the instructional video titled: What’s My Fund Number? at Xavier.edu/Clubs under Club Finances.

**What Account Number should I use?**

Refer to the ‘Frequently Used Account Number’ list and pick the number that you think best fits the type of transaction you are making. You can find this list at xavier.edu/Clubs under Club Finances.

**When will I get the cash?**

When you deliver the form to the Bursar you will receive cash on the spot.

**What do I do with leftover cash from purchases?**

You must use the Student Cash Return to deposit any remaining cash back into your fund.

**Submit the completed Check Request Form with your advisor’s signature, vendor W9 and invoice (or receipts if paying a student) to:**

Office of Student Involvement  
210 Gallagher Student Center  
Monday-Friday, 8:30am-5:00pm  

Drop the form in the Financial Forms Drop-Box.

You will receive an email notification from the Office of Student Involvement when your form is approved and submitted for processing.
Sales and Use Tax
Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Ohio Revised Code 5739.02
Xavier University is a non-profit organization exempt from taxation

Purchaser must state a valid reason for claiming exception or exemption.

Xavier University
Purchaser's name
3800 Victory Parkway
Street address
Cincinnati, Ohio 45207
City, state, ZIP code

Signature
October 1, 2010
Date signed
TIN 31-0537516
Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.