



Cash Advance Policy

SGA Policy #24

Clubs and organizations recognized by the Student Government Association and funded through the Student Activity Fee may use their budget lines to request cash advances for events, trips, or purchases only when there is no other method for which an expense may be paid.

No club or organization may request a cash advance in excess of \$500.00 per event/trip/purchase. A club must submit receipts to the SUNY Cobleskill Business Office to account for all purchases made with the advance. All unused funds from the advance must also be taken to the Student Life Center along with the receipts. If being used for an event or trip, these items must be submitted no more than seven (7) days after the conclusion of that event or trip. If being used for an individual purchase, the receipts must be submitted within seven (7) days of the date on the check.

If the cash advance is not accounted for in the Business Office according to the above timetable, all club budget lines will be frozen until the cash advance can be accounted for. Failure to comply with these guidelines will result in a loss of privilege to request cash advances for the remainder of the academic year.