



### Shippensburg University Student Services, Inc.

Fiscal Office | CUB 204  
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Business Hours: Monday – Friday, 8 am – 4 pm

## Athletics Petty Cash Advance Request Form

Sport/Budget: \_\_\_\_\_ Requested Pick Up Date: \_\_\_\_\_

**Opponent (include Travel Party Number, Departure Date & Time, Return Date & Time) or Purpose of Trip:**

\_\_\_\_\_  
\_\_\_\_\_

Meals \_\_\_\_\_ Lodging \_\_\_\_\_  
Travel \_\_\_\_\_ Other \_\_\_\_\_ Total Amount Requested \_\_\_\_\_

\_\_\_\_\_  
Payment Recipient Name & Email

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name & Email

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Administration Name & Email

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Office Signature

\_\_\_\_\_  
Date

**\*\*All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.\*\***