Step-by-Step Instructions on How to Submit a Cash Advance Request

- Click 16/17 Payment Request (in DukeGroups, this is found in the Campus Links drop-down menu at the top of the page)
- Click “new one” to open a new request
- Select “Student Organization” to use those funds
- Click Next
- Select “Cash Advance”
- Fill out the Cash Advance Request
  - Required Information
    - Your name
    - Your position
    - Organization name
    - Select which funds you would like to use for this purchase
      - If you select Other, please explain
    - FundCode
    - Click Next
    - Name of the student picking up the cash
    - Unique ID of the student picking up the cash
    - Amount (up to $200)
    - Explain what you are purchasing and why
    - Event name
    - Event date
    - Event location
    - Answer whether or not your event is tabling
    - Number of attendees (if there are less than 10, you will need to list their first and last names)
    - Check any event criteria that may apply (list Event ID # if applicable)
    - Acknowledge that you have communicated all of the information in the request to the individual that is picking up the cash advance
    - Click Next
- Click Submit for Approval