

Check Advance Request

To be used to request, document and refund advance expenses.
RETURNS SHOULD BE MADE WITHIN ONE WEEK OF WITHDRAWAL.

Contact the Finance office at x4176 if you have any questions on this form.

Advances received by Wednesday at 11:00am are available the following Tuesday at 1pm
Advances received by MONDAY at 11:00am are available the following Thursday at 1pm

Advances must be picked up in the Accounts Payable Office

DATE: AMOUNT:\$

NAME OF PAYEE:

(check one) Employee Student

ACCT NUMBER: Dept:

REASON FOR ADVANCE:

ADVANCE APPROVAL: *

Finance may contact: at EXT regarding this request.

CHECK ADVANCE #

Finance will include a copy with your check

This section is for COMPLETION of advance. Complete this portion and attach ORIGINAL receipts.
Take to Bursar's office to close your advances. The Bursar's office will reimburse in cash "amounts due" up to \$25.00. Bring to Finance ONLY if balance due YOU exceeds \$25.

EXPENSE DESCRIPTION

AMOUNT

TOTAL:

AMOUNT ADVANCED:

AMOUNT RETURNED OR DUE:

PAYEE SIGNATURE:

EXPENDITURE SIGNATURE: