

event/return date.

CHECK Requisition
CASH Requisition

ADVANCE REQUEST FORM

CHECK OR CASH WILL NOT BE ADVANCED MORE THAN 14 DAYS PRIOR TO EVENT/CONFERENCE DATE

NAME :	
AMOUNT: \$	DATE NEEDED:
EVENT DATE OR TR	AVEL RETURN DATE:
Business Purpose:	
Travel Location:	
Contact Person:	
Account #:	Department:
Please read the following at 1) Receipts and/or re-paymed Office within five business 2) If the Business Office do business days of your event supervisor will be notified. 3) If the Business Office do	and sign: Int of this advance must be turned into the Business days of the event/ return date. The ses not receive the receipts or re-payment within five return a reminder will be sent to you and your test not receive the amount of the advance within three I amount/balance outstanding of the advance will be

outstanding of this advance from my payroll check(s) if satisfactory receipts and/or re-payment, in cash or check, has not been made within **eight business days** of the

Signature: