

## REQUEST FOR CASH ADVANCE

**Purpose:** This form is used to request a cash advance which will be issued at the discretion of the Financial Officer. Please refer to the [Request for Cash Advance instruction page](#) of GURU for approved uses of an advance.

COMPLETE AT THE TIME ADVANCE REQUESTED	
Employee: _____	Date: _____
Department: _____	Amount: _____
Location: _____	Advance Type: _____
Purpose and Inclusive Dates: _____ _____	Cost Object Type: _____
	Cost Object (CC/OI/WBS) # _____
	Business Area # _____
	General Ledger Account # _____
	Grant # _____
Date advance will be closed: _____	If Other, provide specifics _____
<p>I have requested an advance of \$ _____. I intend to use this advance for the purpose stated above and understand that I will be liable for the amount of the advance until settlement and that amount will be deducted from my pay if not settled in a timely manner per Penn State policies. I understand that any expenditures made with this advance are subject to further approval according to Penn State policies and procedures.</p>	
_____	_____
Employee Signature	Date

Approvals	
<p>I approve of the issuance of this advance on behalf of the above named department. Any expenditures made with this advance are subject to further approval according to Penn State policies and procedures.</p>	
Budget Administrator Name: _____	
Budget Administrator Signature: _____	Date: _____
Financial Officer Name: _____	
Financial Officer (or delegate) Signature: _____	Date: _____
<p>Advance payment in the form of:</p> <input type="checkbox"/> Cash <input type="checkbox"/> Non-PO Invoice # _____	

Advance Returned	
<p><b>Change, Petty Cash or Other Fund</b> - Returned to me intact this date: _____</p>	
<p>Advance returned in the form of: <input type="checkbox"/> Cash <input type="checkbox"/> Check _____</p>	
_____	_____
Financial Officer Signature	Date
_____	_____
Employee Signature	Date