

REQUEST FOR CASH ADVANCE

Purpose: This form is used to request a cash advance. Please refer to the [Request for Cash Advance instruction page](#) for approved uses of an advance. Use the [Request for Travel Advance](#) form to request travel advances.

COMPLETE AT THE TIME ADVANCE REQUESTED	
Date: _____	Advance Type: _____
Employee: _____	General Ledger Account #: _____
Department: _____	Amount: _____
Location: _____	Business Area #: _____
Purpose and Inclusive Dates: _____	Fund #: _____
	Grant #: _____
	Cost Object Type: _____
	Cost Object (CC/OI/WBS) #: _____
	PERNR: _____
Date advance will be closed: _____	Grant close date: _____
<p>I have requested a cash advance and intend to use this advance for the purpose stated above. I understand that I will be liable for the amount of the advance until settlement and any outstanding amount will be deducted from my pay if not settled in 120 days or when the contract/grant is closing, whichever comes first. 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

PERNR number must be entered under both Personnel Field and Assignment Field. The Assignment field requires 8 digits. If the PERNR is less than 8 digits, enter leading zeros to make the 8 digits (i.e., PERNR = 123, Assignment field = 00000123).

When recording the advance in SIMBA or Concur, please enter the following information, in the format provided, in the text field:

If 13010300 Short-Term Advance (90 days or less): ST Adv [insert name of advance holder] 12312024 (with the date being the date the advance will close).

If 13010300 Short-Term Research (1 year or less): STR Adv [insert name of advance holder] 12312024 (with the date being the date the advance will close).

13010800 Long-Term Advance: LT Adv [insert name of advance holder]

Completed when Advance Returned			
<input type="checkbox"/> Short-Term	Date Returned: _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check # _____ Check \$ _____
<input type="checkbox"/> Short-Term Research	Date Returned: _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check # _____ Check \$ _____
<input type="checkbox"/> Long-Term	Date Returned: _____	<input type="checkbox"/> Cash _____	<input type="checkbox"/> Check # _____ Check \$ _____
_____ Financial Officer Signature	_____ Date	_____ Employee Signature	_____ Date