



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: | | <input type="checkbox"/> Change Fund <input type="checkbox"/> Petty Cash Fund <input type="checkbox"/> Other (complete next section) | |
| Purpose and Inclusive Dates: | | | |
| Date advance will be closed: | | | |
| COMPLETE FOR OTHER: | Department Name: | Account/Fund # | |
| | Fund Name: | Cost Center # | |
| <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. I authorize Penn State to deduct the amount of the advance 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> | | | |
| _____ | | _____ | |
| Signed Employee | | Date | |

| Approval (as applicable) | |
|--|--|
| <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> | |
| | |
| <p>Signed _____ (Budget Administrator) Date _____</p> | |
| <p>Signed _____ (Financial Officer) Date _____</p> | |
| <p>Advance payment in the form of:</p> <p> <input type="checkbox"/> Cash <input type="checkbox"/> SRFC # _____ </p> | |

| Advance Returned | |
|---|-------|
| <p>Change, Petty Cash or Other Fund - 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 |