

UNIVERSITY OF NORTHERN COLORADO
CASH ADVANCE REQUEST FORM
(ATTACH TO CHECK REQUEST FORM)

All fields must be completed.

Must be received by Accounts Payable one week prior to event date.

Name: _____

Department: _____

Extension: _____

Email: _____

Fund: _____ Org: _____ Account: 72231 (Cash Advance Clearing) Prog: _____

Amount Requested: \$ _____

Event Date(s): _____

Purpose: _____

Future cash advance requests will be denied if the following steps are not completed:

1. Deposit unspent cash with the Cashier's office within 14 days of the event ending. The deposit transmittal should be made out to the FOAP above.
2. Submit receipts, other supporting documentation, a copy of this form and a breakout of expenses by account to General Accounting within 14 days of the event ending. They will then process a journal entry to allocate the expense from the clearing account listed above to the appropriate expense account(s).

Signature acknowledging the guidelines presented above:
