



Request for Revolving Fund Advance

Department Name Department Number Fund Code Project Number Date Requested Date of Return

I, _____, hereby request a _____ advance of \$ _____
Name of Individual Responsible (IR) Temporary OR Permanent

All expenditures are chargeable to the above department number for the following purposes:

I understand that by accepting this advance that expenditures must be in accordance with University policies (no individual travel expenditures) and, where funds are received from a contract or grant, they will be expended in accordance with applicable rules as designated by the contracting or granting agency. Any funds expended in violation of these provisions will be personally reimbursed by _____.

I agree to return the money and/or receipts to Accounting no later than _____.
Date

Individual Responsible (IR):

Name: _____

Signature and Date: _____

Phone Number: _____

Budget Account Manager (BAM):

Name: _____

Signature and Date: _____

Phone Number: _____

Dean, Director, Department Head or Chair (DDD):

Name: _____

Signature and Date: _____

INSTRUCTIONS:

Revolving Fund Advances are authorized for the following uses:

- Change Funds for cashier functions
- Small Petty Cash Funds required for on-campus operations
- Temporary Advances for off-campus operations
- Operating funds for overseas study centers
- Temporary Advances for research studies

A current, properly signed form must be on file at all times. If a change of department number, fund, project or personnel occurs, a new form should be submitted immediately. Maintaining a properly signed form with all current information is the responsibility of the department.

Expenditures should also be maintained on a current basis. Particular attention should be given to reimbursements to prevent carry over into a new fiscal year or past the expenditure allowance date on a contract or grant. All expenditures should be submitted on a Payment Request Form.

For Internal Use ONLY

Request Approved by: _____ Date: _____ Check Number: _____