



Wilkes University

Finance Department

BURSAR'S OFFICE / ACCOUNTS PAYABLE

Cash **Advance** Request / Release Form

*If request is < \$199 remit to Bursar for cash. If > \$200 remit to Accounts Payable for check or direct deposit.

(Use this form for: travel or other advances where receipts will be subsequently provided to the Bursar or an Employee Travel Advance Reconciliation with receipts will be provided to Accounts Payable. Use also for change fund for University events.)

*Cash Advance Amount \$ _____

Initial:

_____ Travel Advance (I have read and I understand the University travel policy)

_____ Date of Trip: _____

_____ Non-Travel Advance (I certify that this advance is for a University business-related expense)

I understand that I must return to the Bursar's Office or Accounts Payable receipts and/or cash totaling the advance amount above. If I have not returned receipts and/or cash totaling the advance amount above to the Bursar's Office or Accounts Payable within either 30 days after the event or trip, or 30 days after the non-travel advance is made, I authorize the Payroll department to deduct the un-reconciled amount from my salary. Such deductions will occur on a semi-monthly or bi-weekly basis and will be equal to the lesser of 5% of my gross semi-monthly or bi-weekly base pay or the unpaid balance. Deductions will commence as soon as administratively possible and will continue until the unpaid balance is satisfied. I understand and agree that if any amount still owed is not satisfied at the time of my termination of employment, that this amount will be deducted from my final paycheck, or if needed my second to last paycheck, or both.

Name (Printed) _____

WIN _____

Requestor's Signature _____

FOAPA to be Charged _____

Budget Manager's Signature _____

Date _____

Note: Cash advances not available to Students.

Remit signed copy to BURSAR'S OFFICE (anne.kotarski@wilkes.edu) or ACCOUNTS PAYABLE (joann.tomko@wilkes.edu) at least seven days before advance is needed.