

A REQUEST FOR ADVANCE FORM is to be used for requesting non-travel related advances associated with Salem State University that cannot be paid via a Pro Card or a direct bill to the university. (ALL FORMS ARE TO BE COMPLETED ON LINE AND PRINTED FOR APPROVALS)

1. All requests MUST be approved by your manager with a complete explanation of the reason for the cash advance and the date when the advance will be needed. (All advances will be reviewed by Financial Services prior to distribution of funds).
2. Advances MUST be returned within ten (10) days with original receipts attached to the ACCOUNT FOR ADVANCE FORM. Requestors of advances will be notified of any advances outstanding for more than two (2) weeks.
3. All cash not used MUST be returned to Accounts Payable with the ACCOUNT FOR ADVANCE FORM.
4. A RECEIPT OF CASH RETURNED will be completed by Accounts Payable and a copy of the receipt will be given to the requestor for record retention. Under NO circumstances should cash be returned to Financial Services by way of intercampus mail.
5. All money not accounted for with original receipts MUST be returned the same day as the receipts are submitted. Cash returned will be recorded on a RECEIPT TRANSMITTAL FORM. A copy of the form will be given to the requestor as a receipt.
6. If for any reason the original advance check is not needed, please contact Edna Milton for return of check process. All Salem State University checks are property of the university and need to be returned to Accounts Payable for internal controls purposes.

Contact list for questions:

Request For Advance Form	Edna Milton	ext. 6850
Account for Advance Form	Edna Milton	ext. 6850