

DEPARTMENTAL OPERATING ADVANCE REQUEST

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|---------------------------------|---|
| 1) Applicant's Name _____ | 6) Date Needed _____ |
| 2) PSU ID _____ | 7) Contact Name/Phone _____ |
| 3) Beginning Date _____ | 8) Advance Due Date _____ |
| 4) Department _____ | 9) Index _____ RA Approval
If Grant: |
| 5) Supervisor's Signature _____ | 10) IRB # and Expiration Date _____ |
| Printed Name _____ | 11) Department Head Approval _____ |
| | Printed Name _____ |

12) Detailed Description (purpose of advance) ****Budget attached****

Receipt is hereby acknowledged of an advance from PSU Funds as follows:

- A) Amount advanced \$ _____ to be used to meet expenses requiring immediate cash payment. This advance will not be used for items that can be prepaid through a university account or paid by procurement card or travel card. In no case are the funds to be used for personal business.
- B) If I fail to repay this advance by the 15th of the next month following the completion of this approved use (due _____) by submitting a reimbursement request to PSU Accounts Payable Office and/or cash payment to the Cashier's Office, I authorize the unpaid balance to be withheld from any pay due to me and understand this may affect my ability to receive future advances. I understand this is my responsibility and that I'll receive no other notice.
- C) In the event of my termination of employment with Portland State University, prior to repayment of this advance, I authorize the PSU Office of Business Affairs to endorse and sign on my behalf all checks and vouchers payable to me if it is necessary to reimburse Portland State University for any advances made to me through this revolving fund.
- D) It is my responsibility to safe keep this advance, and I assume responsibility for any loss incurred.

Signature of Applicant _____ Date _____

Business Affairs Use Only

BAO Approval _____

Check No. _____

Doc. No. _____

JV No. _____

Advance _____

Expense _____

Add/Ref _____

Balance _____

INSTRUCTIONS

Note: This form is not used for Travel Advances.

Send form directly to the BAO Director's Office. If grant funds are involved, route through Research Accounting. Completed and approved form must be received in Business Affairs five (5) business days prior to the date needed.

1. Applicant's name
2. Applicant's PSU ID number. In the case of a departmental advance, this will be the ID number of the party responsible for the advance
4. Applicant's department
5. **Applicant's supervisor's signature required to authorize request**
6. Date advance is needed
7. Department contact and phone number
8. Date when complete (advance is due by the 15th of the month following the completion of the use)
9. List index which will be charged for expenses when advance is settled
10. If project for which advance is requested involves research with human subjects, enter IRB # and expiration date
11. Department Head approval is required
12. Detailed description for the use of the funds and **attached budget detail**. Example: Incentive payments for 20 participants @ \$20 each = \$400.00

The person signing the form (applicant) is responsible for repayment. A copy of this request for advance is required to be attached to the reimbursement request form. If the applicant receives direct deposit for reimbursements, this advance will be automatically deposited into the account indicated on the ACH payment form.