Seattle Pacific University

Finance Office

EXPENSE ADVANCE REQUESTS

CLAIMANT NAME: _____ DATE CHECK IS NEEDED: _____

Please submit this request to Payment Department at least five business days prior to the date needed.

The University requires prompt and accurate financial reporting of expenses; therefore, I agree to submit a detailed expense report within 30 days following my return. A separate report is necessary for each advance. In the event the report is not filed, I authorize the Payment Department to consider this amount a salary advance, to be deducted from a subsequent paycheck or applied to my student account.

_____

CLAIMANT SIGNATURE DATE

ADVANCE AMOUNT: _____

_____

ASSP BUDGET MANAGER DATE

_____

ASSP FINANCE APPROVAL DATE

PURPOSE OF ADVANCE: _____

Finance Office Use Only

VENDOR NO.	CHECK NO.	**BUDGET APPROVAL SIGNATURE**	**DATE**
DOCUMENT NO.	ACCT DEPT-EXTENDED AND CHECKED	**APPROVED FOR PAYMENT SIGNATURE**	**DATE**

CHECK STUB - PAYMENT INFORMATION

DESCRIPTION (35 max.)	**DATE**	**AMOUNT**	**ACCOUNT**			**AMOUNT**
			FUND	ORGN	ACCOUNT	
Advance				2813	74100	
TOTALS						

Make 2 Copies and Circle: SPU Finance | ASSP Finance