



Engaging the culture, changing the world*

Seattle Pacific UNIVERSITY

EXPENSE ADVANCE REQUEST
ASSP-REVISED 9/08



CLAIMANT NAME: James Barkley DATE CHECK IS NEEDED: 9/6/10

Please submit this request to Finance 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 (Reclass form) 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.

[Signature] 9/01
CLAIMANT SIGNATURE DATE

[Signature] 9/01
ASSP BUDGET MANAGER SIGNATURE DATE

[Signature] 9/1/10
ASSP FINANCE SIGNATURE DATE

PURPOSE OF ADVANCE:

James will be going to QFC to purchase food for 10 people going on the STUB retreat, taking place from 9/8-10/10. The retreat will be a time of discussion for upcoming year, team building, and preliminary event planning.

ADVANCE	DATE	AMOUNT	FUND	PROGRAM	ACCOUNT	AMOUNT
ADVANCE	9/1/10	\$200.00	116220	2813	74100	\$200.00
ADVANCE				2813	74100	
ADVANCE				2813	74100	
TOTAL:		\$200.00				\$200.00

FINANCE DEPARTMENT USE ONLY-

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

SPU Finance

ASSP Finance