

# Cash Advance Request Form

## Important Information on Cash Advances:

- The completion and approval of this form will grant you the rights to request a Cash Advance in Concur. Access to turn on the cash advance tool in Concur must be approved by your division's VP or his/her designee.
  - Once access is granted you will have to use the Cash Advance tool in Concur to request your cash advance. Cash advance requests will need to be approved by the approver you designate below.
  - The request will be sent to Accounts Payable via Concur and a check will be issued and available for pickup in Accounts Payable. Please allow a two week period for check processing.
  - For help on requesting and adding a cash advance to an Expense Report please refer to the "Working with Cash Advances" video or the Cash Advance User Guide on the FSU Concur Help desk site.
- \* **In Concur when you are requesting a cash advance you MUST clearly state in the comments the date of travel and the specific use of the cash advance**

## SECTION A - Personal Information

---

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Description of purpose and reason for Cash Advance feature:

\*If you wish for the employee to have temporary Cash Advance rights, you must contact Financial Services at the time you would like it removed from their access.

---

Cash Advance Approver (Please Print): \_\_\_\_\_

Employee ID: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION B - Authorizations

---

Manager/Director/Dean Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President or Designee Approval (Please Print): \_\_\_\_\_

Vice President or Designee Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Upon completion of this form, please forward to Accounting at PRK-259\***

Director of Accounting: \_\_\_\_\_

Date: \_\_\_\_\_

Michael Grandy

---

For Financial Services Use Only

Concur Set-Up: \_\_\_\_\_

E-mail Sent: \_\_\_\_\_

Scanned/Filed: \_\_\_\_\_

Date: \_\_\_\_\_