

Disbursements Office

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 cash advance will be direct deposited into your account by Concur. Please allow a two week period for processing.
 - For help on requesting and adding a cash advance to an Expense Report, please refer to the Cash Advance User Guide.
- * **When you are requesting a cash advance separate from your Travel Request you MUST clearly state in the comments the specific use of the cash advance, and if the use is travel related please include the dates of travel and the approved Travel Request number.**

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 the Disbursements Office 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: _____

For Disbursements Office Use Only

Concur Set Up _____

E-mail Sent: _____

Scanned/Filed: _____

Date: _____