

THE NEW SCHOOL

Employee Cash Advance Request Form

A cash advance may not to be used to pay for personal services of any nature. As a rule, the advance amount may not exceed \$100.00 per day, with a maximum of \$1,000.00. Exceptions will be reviewed on a case-by-case basis. An advance request will not be granted to an employee with an outstanding advance balance. An advance check will be mailed within ten days of receipt in the Accounts Payable Office.

This Section To Be Completed By Employee Requesting Advance

Employee Name: _____ Soc. Sec. # _____ - _____
Mailing address: _____
Department: _____
Extension: _____

Explain the purpose of the advance, including projected dates for these expenses.

Provide a detailed list of projected expenses below to support this request.

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total advance requested:	\$	_____

I agree to account for this advance **within ten working days** of the projected dates as defined in the preceding section, either with adequate receipts, cash or a check for the balance made payable to The New School. I understand that my failure to account for advanced funds in full within sixty days will result in a Payroll deduction for the balance due. By signing below, I agree to allow The New School to make any such deductions from my pay.

Employee Signature: _____ Date: _____

This Section To Be Completed By Department Head Authorizing Release of University Funds

Accounting Distribution (Fund, Organization and Program must be defined.)

(_____) _____ - 1 1 4 6 0 - _____
Activity (Optional) Index (Optional) Fund Org Account Program

Department Head: _____ Date: _____

Authorized Approver: _____ Date: _____

This Section For Accounts Payable Use Only

☐ Approved ☐ Denied _____

Accounts Payable: _____ Date: _____