



Date: _____

307.1.1f -Application for the Advancement of Funds

Refer to OSP Policy 500.14 – Cash Advances
(for requesting cash advance from Contract and Grant Funds)

Issue Advance to _____ Amount of _____
Full Name: _____ Cash Advance _____

Justification of Amount Requested

Purpose of Cash Advance (list or describe the anticipated use of cash advances):

Supporting Documents (What generated this request, award directive, department program, email, attach copy):

Settlement documentation supporting this request (Example: gift card receipt, copy of award certificate, etc.):

Describe physical safeguards of cash or gift cards purchased from cash advance yet to be distributed.

Department Contact

Name: _____
Title: _____
Email: _____
Phone: _____