



**THE UNIVERSITY AT ALBANY FOUNDATION**

**Request For Advance Form**

<b>Name of Payee:</b>	<b>Social Security #:</b>
<b>Title:</b>	<b>Name of Department:</b>
<b>Campus Address:</b>	<b>Campus Phone #:</b>
<b>Home Address:</b>	
<b>Purpose of Advance:</b>	
<b>Date Needed:</b>	<b>Requested Amount:</b>
<b>Account Name:</b>	<b>Account Number:</b>
<b>Fund Manager's Name:</b>	
<b>Campus Address:</b>	<b>Campus Phone #:</b>
<b>Fund Manager's Signature:</b>	
_____ <b>Date:</b> _____	

**AGREEMENT**

In consideration of the amount advanced to me, I hereby:

- 1) Agree to account promptly and completely, no later than 30 days from the date of the advance, with original receipts.
- 2) Agree to return unused funds and complete a deposit transmittal.
- 3) Understand that IRS regulations require that unaccounted for advances be treated as salary subject to income taxes.

**Signature of Advance Recipient:** \_\_\_\_\_

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

**FOUNDATION USE ONLY**

Date: \_\_\_\_\_ Authorization: \_\_\_\_\_ Account #: \_\_\_\_\_