



307.1.1f - Application for the Advancement of Funds

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

Issue Advance to
Full Name:

Amount of Cash Advance:

Justification of Amount Requested

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

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

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

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

Department Contact Name and Title: _____ _____	Business Unit: _____ Fund: _____ Source: _____ Account: _____ Dept. ID: _____ OSR Project ID: _____
Email:	Date:
Phone:	Fax:

This form should be submitted with a Cash Advance Voucher.