

**OCCIDENTAL COLLEGE
CASH ADVANCE REQUEST FORM**

Send completed form to Accounts Payable (AGC Building – lower level)

NAME: _____

OXY ID: _____ **EXTENSION:** _____

DEPARTMENT: _____

Business purpose of Cash Advance (please be detailed):

Check one:

Normal course of business **Travel** **Recruitment**

Event Date: _____ **(should be no later than 60 days for airline travel or 30 for all other costs)**

Expected Advance Clearing Date: _____

Cash Advance Amount: \$ _____
(please provide receipts or other relevant documentation to support the amount requested)

Charge to FOAPAL: (FUND) _____ **-- (ORGN)** _____ **-- (ACCT) 3328**

Employee signature: _____

Date: _____

Dept. Head approval signature: _____

Business Office Use:

Checked for outstanding advances: