



# UNIVERSITY of Western States

## CASH/CHECK ADVANCE REQUEST

I, \_\_\_\_\_, acknowledge receiving an advance of \_\_\_\_\_ from the Business Office of University of Western States on the \_\_\_\_\_ (date). I understand that the advance payment should be used towards purchase of the items approved by the authorized supervisor or otherwise returned to the Business Office by the \_\_\_\_\_ (date) in the form of personal check or cash.

In the event the entire advance (or partial advance with receipts in case purchase was made) is not returned by the date specified above, I fully understand that any unpaid balance will be processed as my income from University of Western States and reported to the government through form W2.

\_\_\_\_\_  
Recipient's Printed Name

\_\_\_\_\_  
Recipient's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Controller's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office

\_\_\_\_\_  
Date