

# HUNTER

The City University of New York

## NON TRAVEL ADVANCE REQUEST

DATE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

BUDGET OF \_\_\_\_\_

AMOUNT NEEDED \_\_\_\_\_

REASON FOR ADVANCE \_\_\_\_\_

MAKE CHECK PAYABLE TO  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We hereby certify that the above request is necessary for the operation of this organization and does not exceed the budgetary limitations. We agree to provide receipts covering all expenditures paid from this advance within 7 business days, and to promptly return for deposit (to credit of the organization any unused funds).

Requested by (signature) \_\_\_\_\_ Date \_\_\_\_\_

Requestor's Social Security # \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge receipt of the advance requested above in the amount of \$ \_\_\_\_\_. I also acknowledge that a hold will be placed on my record and/or account if receipts are not returned within 7 business days from today.

Signature \_\_\_\_\_ Date \_\_\_\_\_