

**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:

Cash Advance Amount : \$ _____

(please provide receipts or other relevant documentation to support the amount requested)

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

Employee signature: _____

Dept. Head approval signature: _____

Business Office Use:

Checked for outstanding advances: