



307.1.1f - Application for the Advancement of Institutional Trust 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.



307.1.2f - Cash Advance Agreement

I _____ understand that the \$ _____ cash advance made to me by the University of North Carolina at Chapel Hill is a loan and that I am personally responsible for all moneys advanced to me.

I agree to provide appropriate receipts for disbursements incurred no later than _____ and deposit with the University Cashier any remaining cash into the following chartfield string:

Business Unit: _____ **Source:** _____ **Fund:** _____

Account: _____ **Department ID:** _____ **OSR Project ID:** _____

In the event I fail to settle the amount of this advance, I hereby agree that the University may notify Payroll Services to deduct the amount from my next salary check following the date the receipts were due to Accounting Services. I hereby subscribe by my own hand acknowledge that I have read this agreement carefully and agree to its terms and conditions.

Employee Signature

Date

Principal Investigator Signature

Date

Office of Sponsored Research Signature

Date

This form should be submitted with a Cash Advance Voucher.