

# UAF Miscellaneous Cash Advance Form

Updated: August 2017

Please fill out the information below and scan this form to the Office of Finance and Accounting (OFA) at [uaf-ofa@alaska.edu](mailto:uaf-ofa@alaska.edu).

Recipient's Name:

UA ID Number:

Date funds are needed:

UAF Department:

Dates of event:

Amount:

Accounting (Fund-Org):

Select the method for receiving the cash advance:

Direct Deposit

Mail to Department

Pick Up

Describe the purpose of the advance and why normal methods of procurement are not suitable:

By signing below, I, the recipient of this cash advance, understand it is my responsibility to read and follow the miscellaneous cash advance instructions as laid out on the OFA website. I agree that I am personally liable to repay any payment where the required backup is not obtained. If the advance is not reconciled within six months from the date issued, OFA will remit the amount to the department's fund 1.

Recipient's

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Expenditure Authority (PI if Restricted funds are used)

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office of Finance and Accounting Approval

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Scan to [uaf-ofa@alaska.edu](mailto:uaf-ofa@alaska.edu) or send copies to:  
Office of Finance & Accounting (OFA) - 3295 College Rd. Ste. - 201 Admin. Svc. Ctr. - Campus Box 7920  
907.474.6170 (p) 907.474.7046 (f) [www.uaf.edu/finserv](http://www.uaf.edu/finserv)

