



### 307.1.1f - Application for the Advancement of 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):

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Supporting Document (What generated this request, award directive, department program, email, attach copy):

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Settlement documentation supporting this request (Example: gift card receipt, copy of award certificated etc.):

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Describe physical safeguards of cash or gift cards purchased from cash advance yet to be distributed

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Department Contact Name and Title:  <hr/> <hr/>	Business Unit: _____ Fund: _____ Source: _____ Account: _____ Dept. ID: _____ OSR Project ID: _____
Email:	Date:
Phone:	Fax:

This form should be submitted with a Cash Advance Voucher.