

**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:** \_\_\_\_\_

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*Business Office Use:*

Checked for outstanding advances: