

Ball State University
Request for Miscellaneous Cash Advance

Accounting Office Only
Receivable # _____

Name _____
 Department _____
 Event/Project date _____ to _____
 Purpose of Advance _____
 Account number _____

- Direct Deposit
- Mail to campus address
- Will pick up at Accounting Office



	Amount Advanced
A. Cash Advance	
_____ # of recipients at \$_____ =	
_____ # of recipients at \$_____ =	
_____ # of recipients at \$_____ =	
Total	

B. Certification: I understand that the amount of this cash advance constitutes a loan made to me by my employer and that this Request for Miscellaneous Cash Advance shall constitute a written instrument to evidence such loan. I agree to settle this cash advance (the filing of the appropriate documents and the return of excess funds, if any) within 30 days of its intended use.

C. Assignment of Wages: If I do not make settlement as aforesaid, I hereby assign so much of my wages to Ball State University as may be necessary to repay in full any amount(s) owed, to be made from the first wages due me following the expiration of the said period of 30 days. This Assignment of Wages by me is revocable at any time by me upon written notice to Ball State University. The signature of the "authorized representative" of the University below shall constitute an agreement in writing by Ball State University to the Assignment of Wages by me.

D. Loss of Privilege: I understand and agree that if Ball State University is compelled to make use of the above Assignment of Wages in order to collect any debt(s) owed, I will forfeit the privilege to obtain cash advances thereafter.

Signature _____ Date _____
_____ Date check to be written

Accounting Office Only	
Authorized Representative _____	Date _____

Checks for Cash Advances are issued 2 business days prior to date of project start. If needed earlier, attach written justification.