<table>
<thead>
<tr>
<th>Employee’s ID Number</th>
<th>NAME:</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Department Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Delivery Code</td>
<td>Building and Room Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Check Delivery Instructions**

_____________________________________________________________________________________________________________________________

Unless given special check delivery instructions, all advances will be held at the Bursar’s Office under the check delivery code indicated above

**VACATION ADVANCE SECTION**

Date of Vacation: ___________________________ to ___________________________ For $______________________________

**EMERGENCY SALARY ADVANCE SECTION**

Emergency Amount Requested: $______________________________

Reason for Emergency Advance: ___________________________________________________________________________________________

I understand and agree that the full amount of money advanced will be deducted from my next pay check and I authorize the University to make such a deduction.

Requested by: _________________________________________________________________________________________________________

EMPLOYEE’S SIGNATURE ___________________________ DATE ______

Explanation: __________________________________________________________________________________________________________

Necessary when above signature cannot be obtained

**APPROVALS**

<table>
<thead>
<tr>
<th>Department Contact Re: This Form</th>
<th>Phone</th>
<th>Supervisor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head/Dean/Administrator</td>
<td>Date</td>
<td>Payroll processed by</td>
<td>Date</td>
</tr>
</tbody>
</table>

This form is used to request a vacation or emergency advance of salary for a faculty member or regular staff employee paid on the monthly payroll.

1. Enter the information requested on the form.

2. Complete either the section for vacation advance or emergency salary advance.

3. Include where the check should be delivered in the Special Check Delivery Instructions area on the top section of the form, otherwise the check will be sent through Faculty Exchange mail.

4. This form should be received in Financial Services - Payroll Department 10 WORKING DAYS PRIOR TO THE DATE THE CHECK IS TO BE DELIVERED.

5. An emergency salary advance cannot be processed unless the appropriate Payroll/Personnel forms have been received and processed.

Since this is a single part form, the original must be forwarded to Financial Services - Payroll Department. The Division/Department is required to photocopy any additional copies which are needed for their use.