

## PAYROLL ADVANCE

TO: PAYROLL DEPARTMENT 7TH FLOOR GRACE HALL

FROM: \_\_\_\_\_ [Chairperson]

\_\_\_\_\_ [Department]

DATE: \_\_\_\_\_

FOR: \_\_\_\_\_

NDID \_\_\_\_\_ [Required]

1.  Requests an advance of  
To be received on \_\_\_\_\_ [Date]

**Note:**

2.  Requests the check for the month of \_\_\_\_\_ [Date]  
To be received on \_\_\_\_\_

3. Please call \_\_\_\_\_ when check is ready.

Thank you for your consideration.

APPROVAL: \_\_\_\_\_

Chairperson

APPROVAL \_\_\_\_\_

Director of Budget and Operations  
College of Arts & Letters  
100 O'Shaughnessy Hall

APPROVAL \_\_\_\_\_

Associate Provost