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

11/06