

## Employee Salary Advance Request Form

Employees Name:

Date of Request:

Employee's School or Department:

The Amount of the Advance Requested:

State the Specific Reason for this Request:

State the Payback Period for the Advance (indicate when the payback will begin, how much each month, how the salary will be deducted, etc)

Employee's Signature:

Director or Supervisor's Signature:

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Please note that final approvals of salary advances are made by the personnel committee, in accordance with the following general criteria. Signature of the employee's supervisor acknowledges that the request has been reviewed and forwarded to Human Resources:

1. University Tuition Fees
2. Technology related (e.g. smart phone, laptop, tablet, computer)
3. Medical Bills
4. Emergencies defined as urgent, unanticipated, and non-discretionary