

Employee Advance Request Form Template Word

Requestor Information

- Name of Employee: _____
- Employee Code: _____
- Work Unit/Section: _____

Request Details

- Advance Amount: \$ _____
- Purpose of Advance Request:

- Proposed Repayment Period: _____

Authorization

- Immediate Supervisor Approval: _____
- Date: _____
- Department Head Signature: _____
Date: _____

Employee Acknowledgment

- I hereby acknowledge the terms of repayment and consent to payroll deductions as outlined above.
- Signature of Employee: _____
- Date: _____

Office Use Only

- **Finance Approval:** _____
- **Date:** _____
- **Comments from Finance:** _____