

Free Employee Advance Request Form

Applicant Details

- Name: _____
- Employee Number: _____
- Section/Unit: _____

Loan Details

- Amount Being Requested: \$ _____
- Justification for Advance:

- Repayment Schedule:

Signatures

- Employee Signature: _____ Date: _____
- Supervisor's Endorsement: _____
Date: _____
- Finance Department Confirmation: _____
Date: _____

Table of Repayment Plan

Month	Amount Deducted	Remaining Balance	Notes
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Employee Agreement

- I understand that this advance is subject to approval and repayment will be made through payroll deductions as stipulated above.
- Employee Confirmation: _____
- Date: _____