



URI Foundation Advance Form

TO: URI Accounting
Rebecca Read, URI Foundation

SUBJECT: Request for Advance

Chart Field: 401- _____ - _____

I (Print Name/Employee #) _____, Understand that I must obtain receipts or reimburse the University in cash for the advance I receive. I also understand that I must return receipts (originals not copies) and/or cash to the URI Foundation within THREE MONTHS of receipt of your goods or services unless a longer repayment schedule has been agreed upon prior to receiving this advance. I also agree that this advance, if not cleared in a timely manner can be deducted from any monies owed me by the University (Payroll, reimbursements). The URI Foundation will return all receipts and cash to the University's General Accounting Office.

Signature _____

Date _____

Date advance will be repaid _____

*This form should be attached to a request for payment with the required signatures before it comes to the Foundation Office for approval.