

# Advance Requisition

Send the completed form to:

**Professional Development advance requests:** Human Resources | in-service\_pd@ufv.ca

**All other advance requests:** Financial Services | acctspayable@ufv.ca

Please allow up to 3 weeks for processing once received in Financial Services. Incomplete or missing information may delay processing.

## Requestor Information

Date: \_\_\_\_\_ Date Required: \_\_\_\_\_

Advance Payable to: \_\_\_\_\_

UFV Student/Employee ID: \_\_\_\_\_ Amount: \_\_\_\_\_

Department: \_\_\_\_\_

Send Payment By: ☐ Cheque ☐ Direct Deposit

Mailing Instructions: ☐ Intercampus Mail - note the campus below

(if applicable)

☐ External Mail - note the address below

☐ Other - additional details below

## Activity Information

Reason for the  
Advance:

(max 250 characters)

PD Number: \_\_\_\_\_ Budget and Account #: \_\_\_\_\_

(if applicable)

Date of Activity: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## Authorization

**\* I have read and I agree to the Terms of Advance on page 2 of this form.**

Name Signature Date

Requestor : \_\_\_\_\_

Signing Authority : \_\_\_\_\_

**For Internal Use Only**

## Terms of Advance (employee/non-employee)

I have requested an advance in the amount indicated on the prior page for anticipated expenses and, if approved, agree to account for this expense by providing original receipts to Human Resources (for related PD expenses) or Financial Services, within 30 days from the Date of Activity end date.

### *Employee Advance*

If I fail to account for eligible expenses within the specified time period, I agree to repay the advance balance in full within 60 days from the end date of the event.

If this advance is for an employee and I fail to repay the advance balance in full within 60 days from the end date of the event, I understand and agree that UFV will deduct the advance balance from my next regular payroll deposit in a one-time deduction for the balance in full; EXCEPT where the advance balance exceeds the amount of my next regular payroll deposit, I agree that UFV will deduct this advance from my payroll deposits until the balance is paid in full.

I understand that if my employment terminates prior to repayment of the advance in full, the advance balance due at the time of termination will be deducted from my final wages and any vacation pay due and owing at the time of my termination. If all unpaid earnings at the time of termination are insufficient to settle the advance, I will make a personal payment or sign a promissory note to the University of the Fraser Valley (UFV) for the balance due.

### *Non-Employee Advance*

If this advance is for a non-employee, I understand and agree that if the advance balance is not repaid in full within 60 days from the Date of Activity end date, that UFV will deduct the advance balance from the account(s) identified under Activity Information.