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|  |  University of Washington |
|  Application for a Fund advance |
|  Financial Accounting, Banking and Accounting Operations, Box 351120 |
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| Field advance [ ]  Revolving Fund [ ]  Change Fund [ ]  International Operating fund [ ]  |
| Account Information |
| Contact name |  | Amount of advance | $ |
| E-mail Address |  | Box Number |  | Phone |  |
| Department |  | Budget Numbers(s) |  |
| Purpose of Fund  |  |

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| Revolving, Change and IOF |
| Name of fund: |

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| Field Advances |
| Country |  | Funds need from: Begin Date |  | to end date: |  |
| *An accounting of expenditures will be submitted to B&AO no later than 30 days following the ending date of the advance.* |

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| Sending funds |
| [ ]  Please wire out funds. Include a banking information form. For **Field Advances** and **IOFs**.  |
| [ ]  Open a new [bank account](http://www.washington.edu/admin/finserv/bankops/pcchoosebank.html). Include a signature card. For **Revolving Funds**.  |
|  Wells Fargo [ ]  Bank of America Direct [ ]  Bank of America First Choice [ ]  US Bank [ ]  Plaza Bank [ ]  |
| [ ]  Send a check. For **Field Advances**, **Change Funds** or **Revolving Funds** without bank accounts |
|  Make check payable to: |  | Send to Box Number |  |
|  **Or** for pickup. Print contact’s name and phone number |  |

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| Approval signatures |
| Custodian – I certify that I have read and agree to comply with the University’s procedures for an advance. I understand that failing to follow these guidelines may be considered misappropriation of public funds. I understand that as the custodian, I am ultimately responsible for accounting and reconciling the advance. This is true even if I am taking over an existing advance, or forwarding the advance to another party. |
| Signature | Please Print Name |
|  |  |
| Department Head or Principal Investigator (*must be different than custodian*) |
| Signature | Please Print Name |
|  |  |
| Financial Services Approval Signature (*leave blank, filled out by Financial Services*) |
|  |

**Please send the completed form to: B&AO – Advances**

**Box 351120**