

## Faculty Survey Cash Advance Request Form

**Section A - Requester's Information and Required Signatures.** Requests without documented IRB Approval will be denied. Include the IRB Approval with this request form. Requester completes Section C after survey completion.

First Name  Last Name  Dept  Email

Purpose of Survey

The Survey/Participant tool selected must be able to provide supporting documentation showing total survey costs and itemization of expenses. End of survey reconciliation is due 30 days after the approved survey end date or by May 31st of the relevant fiscal year; whichever is earlier. Confirm you can receive necessary requirements prior to your commitment.

Name of Survey Tool  Survey Start Date  Survey End Date

Approved Cash Advances require confirmation of a Direct Deposit account established in Banner SSB. (This is different than a Payroll Direct Deposit.) Review your current banking information in Banner SSB prior to submitting this form.

Insert the funding source(s) for the cash advance request. Total amount may not exceed \$1,500.00 per request. Unused funds must be deposited by the Requester within 30 days of the end date or prior to May 31st of the relevant fiscal year; whichever is earlier. Inability to provide survey reporting documentation will require the employee to reimburse UMW the full advance. By initializing this section you agree to repay UMW through payroll deduction.

**Requester Agrees to payroll deduction for unused funding not deposited by deadline or payment of full cash advance if survey documentation is not provided (see Section C).** Requester's Signature

Fund <input type="text"/>	Org <input type="text"/>	Acct <input type="text"/>	Prog <input type="text"/>	Actv <input type="text"/>	Amount <input type="text"/>
Fund <input type="text"/>	Org <input type="text"/>	Acct <input type="text"/>	Prog <input type="text"/>	Actv <input type="text"/>	Amount <input type="text"/>

Requester  Chairperson  Dean

Once signed, submit form and IRB Approval to the AVP of Finance, Eagle Village Suite 480 by campus mail or email it to [payables@umw.edu](mailto:payables@umw.edu). Ensure the IRB Approval is included with the form in your submission.

**Section B - Finance Office Use Only.** This form will be returned to the Requester once approved.

Fund <input type="text"/>	Org <input type="text"/>	Acct <input type="text" value="71279"/>	Prog <input type="text"/>	Actv <input type="text" value="RESSRY"/>	Amount <input type="text"/>
Fund <input type="text"/>	Org <input type="text"/>	Acct <input type="text" value="71279"/>	Prog <input type="text"/>	Actv <input type="text" value="RESSRY"/>	Amount <input type="text"/>

Survey Start  Survey End  Date Approved  AVP or Designee

Banner I#  Due Date  Date Form Returned to Requester

**Finance Notes:**

**Section C - Requester completes after survey.** Requester's signature verifies documentation provided accurately reflects survey costs and unused funds, if applicable. Return form to Cashiers Office in Lee Hall with appropriate attachment(s).

I do not have unused funding. Requester's Signature  Submission Date

Cashier Acceptance of Documentation  Date

Yes, I have unused funding. Please deposit remaining funds to the FOAP below:

Fund <input type="text"/>	Org <input type="text"/>	Acct <input type="text"/>	Prog <input type="text"/>	Actv <input type="text"/>	Amount <input type="text"/>
Fund <input type="text"/>	Org <input type="text"/>	Acct <input type="text"/>	Prog <input type="text"/>	Actv <input type="text"/>	Amount <input type="text"/>

Requester's Signature  Submission Date

Cashier Acceptance of Documentation  Date