



# Advance Requisition

This form is to be forwarded to your College/Portfolio Finance Team for checking & coding. Please ensure you retain all proof of how the funds were spent so that the Advance can be acquitted. For more information, please contact your local Finance Team.

If purchasing gift cards/vouchers, please ensure form is approved by your Finance Business Partner as well.

**\*Please ensure data is typed into form**

**Date:**

**Name:**

**Employee/Student Number:**

**Phone & Email:**

**College/Portfolio:**

**Payment type: EFT/Cash** (Please provide bank details (for students) or a [cash break-up](#) form if relevant.)

**Amount:**

**GL Account    Entity:    Cost Centre:    Project:    Nat. Account: 3251**

**Description of Advance:**

**Expected end date of Advance:**

(must be no more than 3 months from the date of the Advance)

## **Declaration**

I certify that the advance is for University business and (where applicable) complies with Grant conditions, and I will fully acquit and pay back any unspent funds to the Flinders University Revenue office within 14 days of the advance end date.

**If I fail to acquit this advance within 30 of the end date, I authorise the full value of the advance to be deducted from my pay, or recovery of the advance may be escalated through a debt collection agency.**

I also confirm that if I am a staff member, a University Purchasing Card will not be used for expenses related to the Advance.

I confirm that I have read and understood the Flinders University [Privacy Policy](#), and consent to the collection, processing, and disclosure of my personal information in accordance with that policy.

**\*\* Electronic signatures are not permitted\*\***

**Employee/Student Name**

**Employee/Student Signature**

**Supervisor's Name**

**Supervisor's Signature**

**Finance Business Partner's Name  
(if required)**

**Finance Business Partner's  
Signature  
(if required)**