



Advance Reconciliation Form

Accounting Dept Use
___ Advance Log
___ Reroute for Completion
___ Returned to Accounting

Instructions: University Policy requires that this form, including any receipts or supporting documentation, be turned in to Accounts Payable within two weeks after event has occurred; otherwise the advance will be charged to your 10-10 Account.

Department

Department Number: _____

Payee Information

Advance Given To: _____ NU ID Number: _____

Classification: NU Employee NU Student This is a new address.

_____ Address

_____ Address

_____ City

_____ State

_____ Zip Code

Advance Information

Date Advance Received: _____ Amount of Advance: _____

Itemized Expenses

Business Purpose (Use Negative Amounts)	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Amount Due University / (Amount Owed to Payee):	\$

Required Signatures

Person Responsible for the Advance

Department Head Approval, if additional funds are owed to Payee

Accounts Payable Clerk

Amount Due University?
Any amount due the University must be paid to the Cashier prior to sending this form to Accounting; attach proof of receipt with other supporting documentation.