Northwest UNIVERSITY

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.