

Cover Sheet

Cash Advance Settlement

Dept Contact Name

Dept Contact Phone Number

Account Number from check request

Dept Number

Mail this cover sheet as the top page along with a copy of the Confirmation Screen from the journal entry system and the original receipts for the advance to the appropriate address referenced below.

Checklist:

Cover Sheet	<input type="checkbox"/>
Confirmation Screen	<input type="checkbox"/>
Original Receipts	<input type="checkbox"/>

SUBMIT TO: (PLEASE CHECK ONLY ONE)

OSR
104 Airport Drive, Suite 2200
Campus Box 1350

Accounting Services
104 Airport Drive, Suite 3400
Campus Box 1210