

*REQUEST FOR PAYMENT ADVANCE*

NAME: \_\_\_\_\_ EMPLOYEE ID #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE                      DATE

\_\_\_\_\_  
DATE ADVANCE NEEDED

\_\_\_\_\_  
SUPERVISORS SIGNATURE              DATE

APPROVED BY:

\_\_\_\_\_  
TRIBAL CHAIRMAN                      DATE

<u>PAYROLL DEPARTMENT USE ONLY</u>	ADVANCE NO.: _____
AMOUNT: _____	CHECK NO.: _____
DATE: _____	DEPT CHARGED: _____