

**Winthrop University Foundation
302 Tillman Hall
Rock Hill, SC 29733**

**Cash Advance Acknowledgement
(WUF-I)**

I certify that the accompanying Disbursement Request (WUF-D) for the amount of \$_____ is for an advance prior to travel or purchase of goods. I understand the Foundation's policy which states that all monies spent must be receipted and that the Foundation **does not pay per diem**.

I agree to provide the Foundation with receipts for all reasonable expenditures for which this advance is being made within the (10) calendar days of the expenditure or completion of travel.

I also promise to reimburse the Foundation for any portion of this advance which is not properly receipted.

Print Payee's Name: _____ Fund #: _____

Payee's Signature: _____ Date: _____

Note: This form must be signed by the payee and submitted with a Disbursement Request (WUF-D). In addition, please complete an Accounting for Cash Advance (WUF-J) when submitting receipts and repayment of any portion of this advance which is not spent.
