



RESEARCH FOUNDATION OF CUNY CASH FUND REQUEST

Check the appropriate advance box. Please note petty cash request is limited to a \$1,000.

Petty Cash

Subject Advance

Instructions

Complete and attach with a Payment Request / ePayment Request Transaction.

Project Identification

Project Title _____ PRSY Number _____

Address _____

Address 2 _____

City _____ State _____ Zip _____

Payee

Name _____ Position _____

Amount Requested _____

Signature _____ Date _____

Reason for the Advance

Period the cash is requested from _____ to _____

Describe what safekeeping methods will be used _____

Principal Investigator Name (print) _____ Date _____

Principal Signature _____