OPERATIONAL ADVANCE REQUEST FORM

I, Wilma Wildcat, request an Operational Advance from the University of Arizona, Tucson, Arizona, in the principal sum of one thousand dollars ($1,000.00) (Operational Advance).

The Operational Advance will be used solely for the following purpose(s):

Operational expenses for field research to be conducted in the Grand Canyon for research project *Wild Cats Living in National Parks.*

A schedule of planned expenditures ☐ is ☑ is not attached as an exhibit to this request. Please note that depending on the amount and/or nature of the advance, Central Administration may request a budget.

Do you currently have an outstanding Operational Advance that is past due or exceeds $10,000? ☐ Yes ☑ No

Please note that a fully documented interim reconciliation and partial settlement or replenishment through the date of this request is required. Authorized Supervisor’s signature below confirms that this has been completed with no negative findings.

The Operational Advance is needed by: January 15, 2024 (date) and will be settled no later than: May 3, 2024 (Settlement Date).

Wilma Wildcat
Recipient Signature

Recipient ID Number: 12341234

Account Number: 3123123

Owen Ocelot
Authorized Supervisor Signature

Authorized Supervisor (Print Name): Owen Ocelot

Owen Ocelot
Department Leadership Signature

Department Leadership Signature (Print Name): Bridget Bobcat

December 7, 2023
Date

December 8, 2023
Date

By signing above, we acknowledge that Operational Advances are governed by Financial Services Policy 9.15 Operational Advances and have read and agree to abide by this policy and all other applicable University policies and procedures, and with the terms and conditions of the Sponsor, if the funds are from a sponsored project account.

Once approved, please complete the appropriate Operational Advance Custodial Agreement.