



PART I Payee and Project Information:

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|---------------------|----------------------|
| Payee Name: | Department: |
| Project Title: | Field Site Location: |
| Project Purpose: | |
| Project Start Date: | Project End Date: |

PART II Advance Information and Repayment Agreement:

Budget Total*: _____ Initial Amount Requested: _____

* Attach a detailed breakdown.

Special Instructions for Transfer (if any):

I AGREE to account fully for the expenditures of funds received on this project advance and to submit on a monthly basis a record of expenditures and receipts indicating date, amount, description of transaction, and purpose. All expenditures shall be for allowable costs identified in the attached project budget. I further agree to reimburse Cornell for any funds advanced that were not expended or were not expended in accordance with the budget for this advance. In the event that I fail to comply within 30 days from the termination advance, I hereby authorized deduction of the amount involved from my salary.

Signature of Payee _____

PART III Sponsored Funds Accounting Information and Approvals:

| | |
|---|--------------------------|
| Sponsored Funds Account Number (Cornell): | Sponsor's Name (Agency): |
| Approval of Project Director/ Principal Investigator: _____ | |
| Sponsored Funds Approval: _____ | |

Accounting Use Only

Receivable Number Assigned

Note: Print and sign this completed form, and attach it to the payment request cover sheet.

Return To: The Division of Financial Affairs, 341 Pine Tree Rd., Ithaca, NY 14850