

**Employee Advance Requisition**

Date of Request : \_\_\_\_\_

Date Advance, needed by: \_\_\_\_\_

Requested Amount :\$ \_\_\_\_\_

Employee Name : \_\_\_\_\_

Department : \_\_\_\_\_

Payroll File Number : \_\_\_\_\_(as applicable)

Advance Purpose : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

ACH Bank RT Number : \_\_\_\_\_

Account Number : \_\_\_\_\_

Bank Name : \_\_\_\_\_

Check Payable To : \_\_\_\_\_

Check Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City,State,Zip : \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I am solely responsible for repayment of the above requested advance amount, to System Soft Technologies,as per agreed terms & conditions or on-demand.

Employee Signature : \_\_\_\_\_

**For Accounts Department Use**

Request Received On : \_\_\_\_\_

Advance Approved for : \$ \_\_\_\_\_

Approver Comments : \_\_\_\_\_

Approver Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Prepared & Accounted by: \_\_\_\_\_ Paid Date: \_\_\_\_\_