

**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

December 7, 2023

Date

Recipient ID Number: 12341234

Dept #: 2412

Account Number: 3123123

Object Code: 8310

Owen Ocelot

Authorized Supervisor Signature

December 8, 2023

Date

Authorized Supervisor (Print Name): Owen Ocelot

Bridget Bobcat

Department Leadership Signature

December 8, 2023

Date

Department Leadership Signature (Print Name): Bridget Bobcat

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.