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|  UMS جامعة العلوم الحديثة University of Modern Sciences | <h1>HR Department</h1> | Issue Date |
| | | 2017 |
| | ADVANCE REQUEST FORM | Issue No. |
| | | 1 |

Date: / /

Name: _____

Position: _____

College: _____

Department: _____

Amount of Advance: _____

Date Needed: _____

Reason for Advance:

Repayment Schedule: All Advances must be paid in full within 4 weekly pay periods or 1 monthly pay period. Only one advance will be issued in a fiscal year.

Period Of repayment: (5 months / 6 months/ 8 months)


Amount per Month /Week

Beginning Date

Ending Date

I, _____, Hereby authorize UMS to deduct from my pay through payroll deductions to repay this advance in accordance with the repayment schedule shown above in the event my employment at UMS is terminated before the last payment is deducted, I understand that any outstanding balances will be due immediately and will be deducted from my final paycheck or I will may a payment in full if the balance owed is greater than my final pay.

Employee Signature _____ Date _____

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|  <p>جامعة العلوم الحديثة University of Modern Sciences</p> | <h1>HR Department</h1> | Issue Date |
| | | 2017 |
| | Issue No. | 2 |
| ADVANCE REQUEST FORM | | |

For Accounts & Finance Department Use ONLY:

Date of Last Advance: _____ Amount: _____

Account Number: _____

Payroll Process Completed: _____

Head of Accounts & Finance Department

Signature: _____ Date _____

Approved By:

(College Dean / Department Manager)

Human Resources Department

Dr. Abdelrahman Tamam Abdalla

Dr. Tie Xu

VP-Administration & Financial Affairs

UMS Acting President
