

III. POLICY STATEMENT

V. MONITORING

The Office of Finance will monitor the policy's implementation, performance, and effectiveness. Finance has the authority to perform audits of these requests, including the documentation submitted at any time.

VI. POLICY HISTORY

- a. Approved by: Board of Trustees
- b. Adopted: May 28, 2023

VII. FORMS
A. Advance Payment Form

Date : DD/MM/YY

Amount : \$ -

\$

Total

I request the above-mentioned advance payment (salary) and authorize AUK to deduct loan repayment from my next paycheck.

Claimant Name

Finance Director

Claimant Signature

Signature

Date

Date

B. Advance Payment Form Installments

Advance Payment Form (Installments)

Date : DD/MM/YY
Amount : \$ -

CLAIMANT NAME
CLAIMANT ID
DEPARTMENT

DETAILED DESCRIPTION OF REQUIREMENT FOR ADVANCE

\$

Total

Payment Details

Amount Paid back

Remaining Balance

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

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