LEHIGH UNIVERSITY PAYROLL OFFICE
EMERGENCY SALARY ADVANCE REQUEST FORM
- GRADUATE STUDENTS -

The purpose of the payroll advance is to meet an emergency need that cannot be accommodated through other financial arrangements. To request a salary advance, the form below must be completed, including all signatures. All approved requests will be processed in four business days from the date the completed form is received by the Payroll Office. The normal maximum salary advance is up to $500; however, under extraordinary circumstances up to $1,000 may be granted.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Lehigh Identification Number (LIN):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension:</td>
<td>Email:</td>
</tr>
<tr>
<td>Amount of Advance Request:</td>
<td></td>
</tr>
<tr>
<td>Reason for Advance:</td>
<td></td>
</tr>
</tbody>
</table>

I understand that my salary advance will be deducted in equal amounts over my next six paychecks.

Required Signatures and Approvals:

__________________________
Employee
Date

__________________________
Supervisor
Date

__________________________
Department Head
Date

__________________________
Provost (required only for Academic Departments)
Date

__________________________
Treasurer’s Office
Date

College Endorsement and Guarantee:

__________________________
Dean
Date

Index to be Charged in Event of Default: ______________________________________

Confirmed: Student Account has no Past Due Balances

__________________________
Bursar
Date

Return Completed form to: Payroll Office – 306 S. New Street, Suite 464 Bethlehem, PA 18015

For Payroll Use Only:

☐ Form to A/P on ____________  Initials:_________________________