



# SUPPLY ADVANCE REQUEST

Attach to Expense Report

## EMPLOYEE INFORMATION

Employee Name:	
Oracle Employee Number:	
Department:	

## ORACLE CHARGE ACCOUNT

Fund:	
Org:	
Acct:	
Program:	
Activity:	
Initiative:	
Future (0000):	

## ADVANCE DETAILS

Amount Requested:	Funds Required Until:

**Purpose:**

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**APPROVALS**

Employee Signature:	Date:
Supervisor Approval:	Date:

**FOR OFFICE USE ONLY**

Processed By:	Date:
Reference #:	