

Employee Cash Advance Supplier Set Up Request Form

General Instructions and Information

This form is for full-time employees who need to be setup as a supplier before a cash advance request can be initiated. Please remember that graduate students and OPS employees are not allowed to be cash advance custodians. Handwritten forms cannot be accepted. Please type in the information below to the best of your ability, and then use the button at the bottom to submit the completed document. If you need assistance, please email CTL-APVendors@fsu.edu

First Name

Last Name

FSU Employee ID Number

Phone

Email

Submission Date

Department Name

Department Address

Is there anyone else in your department who needs to know when this profile is complete? If so, please provide an alternate departmental contact below.

Dept. Contact

Dept. Email

Please send completed forms to CTL-APvendors@fsu.edu.