

## Cash Advance Custodian Setup Form

### General Instructions and Information

This form is for full-time employees who need to be setup as a vendor 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](mailto: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](mailto:CTL-APvendors@fsu.edu).