

Advance Request for Incentives

University Enterprises Corporation
 Phone: 909-537-5918
 Fax: 909-537-7036

Payee's Name: _____ Date: _____

Coyote ID#: _____

Address: _____

Requested advance amount: \$ _____

Cost Allocation:

Account	Fund	Dept	Program	Class	Project	Amount

Reason for advance:

When check is available for pick up, contact: _____ Phone # _____

Email: _____

* I understand that this is an advance and that upon distribution of the incentives I will submit receipts and a sign out log of those who received the incentives. If I do not submit this documentation, I understand that this could become taxable income and may receive a 1099.

Payee's Signature: _____ Date: _____

Financial Approver/PI: _____ Date: _____

UEC-Sponsored Programs: _____ (Budget verification/Approval)