

CASH ADVANCE POLICY

The University does not issue cash advances.

In rare instances, cash advances may be approved and issued by the Associate VP for Financial Administration. Cash advances will not be issued to individuals who have an outstanding AU account balance and do not have a payment plan to clear the balance.

If cash advance is deemed necessary, please request for a Cash Advance Application form (“Application”) from the Associate VP for Financial Administration via e-mail to valencia@andrews.edu.

Then, the completed and signed Application must be emailed to valencia@andrews.edu 14 days before departure or due date.