



**Office of Human Resources - Employee Relations & Equal Employment Opportunity
Salary Advance Request Form**

General Mailbox: EmployeeRelations@depaul.edu Phone: (312) 362-7182 Fax: (312) 476-3232

Name: Empl I.D. #:

Home Address:

Home Phone: DPU Ext:

Start Date: Department:

Do you have direct deposit? YES NO

Manager's Name: DPU Ext:

Requested Amount of Advance:

Reason for Request:

Date Requested By:

Employee Signature: Date:

For Administrative Use Only:

Approved: Denied: Amount:

Human Resources Signature: Date:

Payroll Signature: Date:

*Please submit completed form to Human Resources, Employee Relations & Equal Employment Opportunity
EmployeeRelations@depaul.edu*