

How to Request a Field Advance
Updated October 2018

1. Go to the Field Advance Dashboard:
https://web.fmdata.uw.edu/BankingAccounting/Field_Advances
2. Select "Requestor/Custodian" in the upper left corner of the screen.
3. Click the "New FA" button

The screenshot shows the top navigation bar with the University of Washington logo and 'FINANCE & FACILITIES UNIVERSITY of WASHINGTON' on the left, and 'FIELD ADVANCES' and 'emallory' on the right. Below the navigation bar, there are two radio buttons: 'Requestor/Custodian' (selected) and 'Approver'. A red box highlights these buttons with a red '2' next to it. To the right, there is a 'New FA' button highlighted with a red box and a red '3' next to it. Below these are three expandable sections: 'New FA Requests (1)', 'Current (0)', and 'Completed (0)'. A 'FA Reports' button is visible in the top right corner.

4. Note the Field Advance Number. This will be used to identify the advance.
5. Answer the Yes/No questions to make sure that a Field Advance is appropriate for your department/situation
6. Provide a detailed "Purpose Statement" of what the Field Advance will be used for, and why a Field Advance is necessary (rather than using other procurement methods).

The screenshot shows the 'New Field Advance' form. At the top, it has the same navigation bar as the previous screenshot. Below the navigation bar, the title 'New Field Advance' is centered. There is a 'Field Advance Number: FA-17-0011' field highlighted with a red box and a red '4' next to it. To the right of this field are 'Save' and 'Back' buttons. Below this is a 'Requestor Information' section with 'Name: MALLORY E ERICKSON' and 'Net ID: emallory'. To the right of this section is a 'Manage Additional Requestors' button. Below this is a 'Purpose of Field Advance' section highlighted with a red box and a red '5' next to it. This section contains several questions with 'Yes' and 'No' radio button options: 'Does Your Department Have a CTA or ProCard?', 'Is this Field Advance going to be used to pay...', 'Research Subjects:', 'Student Travel Expenses:', 'International Purchases/Services under \$10,000:', 'Invoices:', 'UW Employee Travel Advances:', and 'Reimbursements:'. The 'Yes' and 'No' options for these questions are highlighted with a red box. Below this section is a 'Purpose Statement' field highlighted with a red box and a red '6' next to it.

7. Identify the Custodian of the Field Advance. This must be a permanent and active UW employee.
8. Identify the Approver of the Field Advance. This must be someone with budget charging authority (such as a department administrator or budget manager).

Custodian Information 7

Name: **Box Number:**

Net ID: **Home Department:**

Email: **Home Department Code:**

Approver Information 8

Name: **Box Number:**

Net ID: **Home Department:**

Email: **Home Department Code:**

9. Enter the amount for the Field Advance. You may want to include a small cushion for bank/ATM fees.
10. Enter in a budget number related to the project. An encumbrance will be placed on this budget for the duration of the advance. The budget will not be charged until you reconcile the advance. At that time, you will have the ability to split the charges across multiple budgets.
11. Enter in the start date (usually today's date), and the end date. Field Advances can be open for a maximum of 6 months. Final accounting is due within 1 month of the end date.

Field Advance Detail

Amount Requested: 9

Budget Information	Field Advance Dates
Number: <input type="text"/> 10 Name: <input type="text"/> Start: <input type="text"/> End: <input type="text"/>	Required (Start): <input type="text" value="yyyy-mm-dd"/> End: <input type="text" value="yyyy-mm-dd"/> 11 Final Accounting Due: <input type="text"/>

13. Select the country in which the Field Advance will be spent.
14. Currency should always be listed as "US Dollar"
15. Choose whether the Field Advance will be issued via ACH/Wire or via Debit Card.
 - a. ACH/Wire payments may require further approvals
16. If choosing debit card, provide the card holder's name and birthdate.
 - a. The cardholder does not have to be the same person as the Custodian. However- the Custodian is ultimately responsible for the funds disbursed.

Banking Information

Country: *If card, please specify the country where the card will be used. **Currency:** 14

Payment type: ACH 13 Card

CardHolder Name: 15

CardHolder BirthDate: 16

Existing Cards:

17. Optional: Add any additional notes or information pertinent to the advance request

General Field Advance Notes

Notes (Double-click text area to add timestamp.)

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18. Agree to the custodianship agreement

19. Save changes

20. Submit for Approval

a. This will go to the dashboard of the person listed as the "Approver"

I certify that I have read and agree to comply with the field advance policies and procedures. UW field advances are subject to UW purchasing policies and procedures. I understand that any unauthorized expenditures generated from funds advanced may be considered misappropriation of public funds. Furthermore, if I am assuming custodianship of another individual's field advance or directing that the field advance be payable to an individual other than myself, I understand that myself and/or my department are responsible for properly reconciling the entire amount of the field advance outstanding. Field advances will not be issued to a custodian that is past due on a field advance or revolving fund reconciliation.

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Agree

(All errors must be corrected and changes Saved before submitting the request.)