LSE Behavioural Research Lab

Cash Advance Request Form

Please note that 14 working days' notice is required by Finance for any cash advance. This form must be signed and sent to Cashiers, LSE Finance Division, Lionel Robbins Building.

Your request will be passed to Accounts Payable who, after processing, will issue you a cheque and notify you when it is ready to be collected. The cheque can then be cashed at the NatWest Bank at the end of Houghton Street.

Details

Name on Cheque	
Department	
Email Address	
Budget Code	1 - - - - - - - - - - - - - - -
Date Study Begins	
Amount Required	

Denominations Required

Denomination	Amount (in £)
£10	
£5	
£1	
50p	

Budget Authorisation (not to be completed by claimant):

Authorised Signatory	
Print Name	
Date	

Participant receipts and any unused cash must be returned to NatWest. A paying in slip can be provided by the Lab Administrator.

If you have any questions regarding this process, please contact cashiers@lse.ac.uk.

Received By (only to be completed once cash has been collected):

Signature	
Date	