

**PROCEDURES FOR SALARY ADVANCES  
FOR NEW FACULTY, STAFF AND GRADUATE STUDENT STAFF**

Salary advances for **new** faculty, staff and graduate student staff, will be available from the Purdue Research Foundation (PRF) following the procedures listed below :

1. Interest-free salary advances will be available up to the amounts shown below:  
  
    \$1,200 for new graduate staff appointments\*; and,  
    \$3,000 for new full-time faculty or professional staff appointments.
2. Salary advance applications are available in academic department business offices. The application includes a promissory note and payroll deduction authorization. The application should be signed by the employee and certified by the department head or his/her designee.  
  
    The salary advance will be paid back through payroll deduction spread evenly over three pay periods.
3. Requests received by 10:00 a.m. at PRF will result in a check released by 11:00 a.m. on the third business day following receipt of the application.
4. Departmental Business Managers will be the PRF liaison person for submitting the salary advance applications and distributing the checks. Individual employees should not contact PRF directly.
5. PRF will retain the original application. A copy of the approved document will be sent to Payroll for payroll deductions. Two copies will be sent back to the department with the check. One copy should be given to the individual and one should be retained in the department.
6. Salary advances in excess of the amounts listed above or requiring longer repayment periods, or any other unique circumstances, must be submitted through normal administrative channels for approval by the appropriate Executive Vice President.
7. All requests must be certified that the information is correct. In the event the employee defaults on the obligation to pay back the advance, the department or school PRF discretionary fund will be charged for the default balance.

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\*If the graduate appointment is quarter-time, \$600 is appropriate so that the salary advance does not exceed one month's pay.