1. Open the Supplier Authorization/Registration Form for Students or Employees. If you have not filled this out previously, you must submit this form before a cash advance can be direct deposited into your bank account. It is important to note that direct deposit payments for cash advances and reimbursements are different than the direct deposit that is made for Payroll.

2. Follow the instructions and complete all 4 pages. Be sure to sign at the bottom of page 3 and page 4.

3. Submit the form via mail or fax to:
   Kennesaw State University
   Office of Finance & Accounting
   3391 Town Point Drive, STE 3700, MD 9110
   Kennesaw, GA 30144

   Phone: 470-578-6214
   Fax: 470-578-9187

4. Direct Deposit is strongly recommended for faster and more secure payment of cash advances. Forms should be completed as soon as possible. Do not wait until you are ready to apply for the cash advance to fill out the forms.

5. If you do not wish to apply for direct deposit, please submit this request so that arrangements for a check can be made. Write this on your cash advance request form.

6. If you have questions when completing these forms please contact the KSU Office of Finance & Accounting.

Last Updated: April 13, 2016