

**AGREEMENT
ADVANCE OF PETTY CASH FUNDS**

_____, the employee, requests petty cash funds be advanced for expenses incurred in the course of conducting official state business.

The custodian of the petty cash account shall pay an advance of expenses in order to provide the employee with items approved by supervisor and described below. The employee agrees to reimburse the custodian for any amount advanced in excess of actual allowable expenses. If the reconciliation statement below indicates that estimated expenses exceeds actual expenses the employee will reimburse the petty cash fund the advanced amount not expended within ten (10) working days. Failure to make such reimbursement may result in a payroll adjustment or an action by the custodian to recover the amount advanced. If it becomes necessary to recover moneys advanced, then the employee agrees to pay a reasonable sum as attorney's fees in such a suit.

Employee agrees to provide an itemized invoice/receipt, showing the vendor name, address, receipt of payment and date for all expenses. Purchases are restricted to those as authorized by law and prior approval of supervisor and must be in compliance with all applicable State Purchasing guidelines.

**ADVANCE RECEIPT
PETTY CASH FUND**

DATE RECEIVED	ADVANCE REQUESTED	PURPOSE OF ADVANCE

EMPLOYEE REQUESTING ADVANCE SIGNATURE _____

APPROVING SUPERVISOR SIGNATURE _____

ISSUING CUSTODIAN OR SUPERVISOR SIGNATURE _____

**RECONCILIATION STATEMENT AND
RETURN RECEIPT
PETTY CASH FUND**

DATE RETURNED	ADVANCE AMOUNT REQUESTED	ACTUAL AMOUNT EXPENSES	AMOUNT RETURNED	AMOUNT DUE EMPLOYEE

EMPLOYEE SIGNATURE _____

RECEIVING CUSTODIAN OR SUPERVISOR SIGNATURE _____

WITNESS SIGNATURE _____