

# Bemidji State University

## Employee Petty Cash Agreement

I understand that in being allowed to receive this petty cash advance, I am fully responsible for repayment. I agree to return the petty cash promptly upon the completion of the event.

Advances not settled within 28 days of completion date will be deducted in their entirety from the employee's paycheck as per MnSCU Board Policy 5.7.

Payable To (Name & Tech ID) \_\_\_\_\_

Function (Title & Date) \_\_\_\_\_

Amount & Bill Denominations \_\_\_\_\_

Date Needed \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Approved By (Business Services) \_\_\_\_\_