

Bemidji State University

Employee Petty Cash Agreement

Please submit at least 3 business days in advance of the event

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 may have the following occur:

Advance deducted in their entirety from the employee's paycheck as per MnSCU Board Policy 5.7.

Charges placed on my student account

A hold placed on my student account

Referral to collections

Payable To _____

MnSCU ID # _____

Amount _____

Date of Function _____

Date Needed _____

Today's Date _____

Requester Signature _____

Requester Name (Printed) _____

Supervisor's Name & Signature _____

Approved By (Business Services) _____