

NORTHWESTERN STATE UNIVERSITY
Cash Advance Agreement
For
Student Prizes/Awards and Departmental Change Funds

Date of Request: _____ **Date Advance Needed:** _____

TO: Business Affairs – Bursar

FROM: _____

RE: Request for Cash Advance

Please approve the issuance of a cash advance in the amount of \$ _____ for:

Budget Unit Title	Index	General Ledger Account		Amount
		Fund	Account	

I understand that I am personally responsible for any cash advance issued to me by the University. I understand that I must submit the appropriate student cash prize/award listing or unused cash or change fund immediately upon completion of the event that totals the full amount of the original cash advance approval. In the event I fail to repay the amount of the advance, I agree that the University may notify the Payroll Department to deduct the amount outstanding from my next salary check in accordance with fiscal policy and procedure **X-47 University Employee Debt**.

I hereby acknowledge that I have read the above carefully and agree to its terms and conditions.

 Name (Please Print) CWID: _____

 Signature Date: _____

 Cash Advance Approved By-Budget Unit Head Date: _____

 Approving Agent Date: _____

 Vice President or President Date: _____

 Approved By/For Bursar Date: _____