



KUTZTOWN UNIVERSITY
ACCOUNTING FOR CASH ADVANCE

USED BY _____ FOR PURPOSE OF _____
AMOUNT \$ _____ CHECK REQ # _____

I, the undersigned, who have requested these advanced funds agree to the following:

- The funds will not be used to purchase alcoholic beverages.
- I will obtain receipts for all purchases.
- I will not use the funds for any personal purchases.
- I will supply the Accounts Payable Office with an accounting of this advance, along with any unused funds, within two weeks of the conclusion of purchasing activities or the exhaustion of this advance.
- I will make an effort to utilize the blanket sales tax exemption form where practical.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

APPROVALS

COMPTROLLER

V P ADMINISTRATION & FINANCE
(if over \$5,000)