

CASH ADVANCE AGREEMENT

Name (Print): _____

The University is exempt from the payment of Connecticut State Sales Tax; therefore, any charges for sales tax on purchases will be the responsibility of the requestor.

Example:

<i>Cash Advance</i>	<i>\$20.00</i>
<i>Purchase</i>	<i>\$10.00</i>
<i>Sales Tax</i>	<i>\$00.60</i>
<i>Cash ret'd to SCSU</i>	<i>\$10.00 (Not \$9.40)</i>

In consideration for receiving a Southern Connecticut State University check or ACH (direct deposit) representing a cash advance, I agree that these are State of Connecticut funds, and I understand that I am personally responsible for them whether or not my relationship continues with the State of Connecticut, and whether the funds are lost or stolen. I agree to notify both the Southern Connecticut State University Police and the Southern Connecticut State University Accounts Payable Department **immediately** should a loss or theft of funds occur.

I will submit the required documentation for reimbursement, including supporting receipts, to the SCSU Accounts Payable Department **within ten (10) business days after the event**; and, if the advance was more than the expenditure, I will return the excess funds along with the completed documentation. I understand that if I do not adhere to these time frames for paperwork completion or repayment, I may be denied future cash advances. **Furthermore, the repayment of my cash advance may be deducted from my paycheck.** Additionally, any failure on my part to file the required documentation or repay excess funds by the due date will subject me to reasonable costs of collection, including, but not limited to, attorney fees and court costs if required to enforce this agreement.

***Please note that the Internal Revenue Service requires that advances that remain outstanding for more than 120 days be added to an employee's taxable compensation.

Signature

Date

For Accounts Payable Use Only

Check/Advice Number: _____

Amount: _____

Receipts Due _____