



### 307.1.2f - Cash Advance Agreement

I \_\_\_\_\_ understand that the \$ \_\_\_\_\_ cash advance made to me by the University of North Carolina at Chapel Hill is a loan and that I am personally responsible for all moneys advanced to me.

I agree to provide appropriate receipts for disbursements incurred no later than \_\_\_\_\_ and deposit with the University Cashier any remaining cash into the following chartfield string:

**Business Unit:** \_\_\_\_\_ **Source:** \_\_\_\_\_ **Fund:** \_\_\_\_\_

**Account:** \_\_\_\_\_ **Department ID:** \_\_\_\_\_ **OSR Project ID:** \_\_\_\_\_

In the event I fail to settle the amount of this advance, I hereby agree that the University may notify Payroll Services to deduct the amount from my next salary check following the date the receipts were due to Accounting Services. I hereby subscribe by my own hand acknowledge that I have read this agreement carefully and agree to its terms and conditions.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Sponsored Research Signature

\_\_\_\_\_  
Date

This form should be submitted with a Cash Advance Voucher.