

Promissory Note

Repayment Agreement for Cash Advance

Borrower Name:	Employee ID:		
Home Address:			
	Street	City	State Zip Code
Phone (W):	Phone (H):		Email:
Department:	Account #		

Amount of Advance Requested: \$_____

By signing this repayment agreement, the borrower agrees to pay all amounts by the dates specified by this agreement or to provide required documentation according to the terms listed below.

- 1. Reason for Advance______
- Approximate date of completion of activity/travel______
- 3. Documentation for expenses for the advance shall be submitted to Budget & Finance Office no later than **10** days from completion of the activity/travel.
- 4. I understand that Clayton State University will consider "paid" any balance due for which I submit required documentation that supports the cash advance expenditures. Required documentation will consist of original paid receipts and/or invoices that meet normal University guidelines. If an expense is not an allowable expense or there is not appropriate documentation, then the expense will be my responsibility and I will repay the amount(s).
- If the cash advance is more than the total expenditures and supporting documentation. I will
 return the excess cash advance no later than 10 calendar days from the completion of the
 activity/travel to the Budget & Finance Office.
- 6. If I do not adhere to these time frames for documentation submission or repayment, I will repay the funds within 10 days. I also authorize Payroll Services to make deductions from my paycheck to cover the repayment of this cash advance if not repaid in full in 30 days.
- 7. In the event funds are stolen, a police report must be filed and submitted with the reconciliation and I will be responsible for repayment.
- 8. Additionally, by signing this Agreement, I hereby agree that in the event of a breach of any of the terms of this Agreement, the University shall be entitled to recover from the borrower reasonable attorney fees, the costs of collection and court costs, in addition to all other relief, in law or in

equity, to which the University may be entitled. The costs of collection, may also include collection agency costs, if the account is referred to a third party collection agency for collection. Any judgement entered shall be without relief from valuation and appraisement laws.

- 9. This agreement is executed and delivered in the State of Georgia, and it shall be governed by, construed, and administered in accordance with the laws of the State of Georgia. The parties agree that the exclusive venue for any dispute resolution brought under this Agreement shall be the courts of Clayton County, Georgia.
- 10. Required documentation and/or return of excess cash should be made to Clayton State University.

Borrower/Advance Recipient Signature	Date
Recommended for Approval: Department Head	 Date
Recommended for Approval: VP/Assistant VP of Department	Date
Approved by: AVP/Controller/Director of Procurement	 Date

Route to: Payroll Services

Please mail payments (if not payroll deducted) and correspondence regarding this account to Budget & Finance Office.

FOR BUDGET & FINANCE OFFICE USE ONLY					
CASH ADVANCE					
List of all expenditures on file in the Budget and Finance Office.					
Date	Signature (Budget & Finance Office)				
Was all money distributed and accounted for?	Yes No				
\$	Original Advance				
\$	Disbursed				
\$	Balance/Expense report				
\$	Redeposited Funds CRV#				
\$	Remaining Balance				