

Nebraska Wesleyan University

Cash Advance Request and Agreement

I _____ (PLEASE PRINT) hereby request \$ _____ to be used by _____ (enter individual, group, sports team, etc.) as a cash advance from Nebraska Wesleyan University for the purpose of (describe activity, date(s), and location):

These expenses will be charged to account:

Name: _____ G/L # ____ - _____ - _____

I request that this advance be ready for me by _____ (date).

AGREEMENT

In requesting the above advance, I acknowledge that this is a personal loan granted to me by N.W.U. and hereby agree to the following terms and conditions:

1. All advances not repaid within thirty (30) calendar days of receipt of the advance may be subject to interest charges at the rate of 18% per annum.
2. If upon receipt of the third written notice requesting repayment of the advance I do not make payment in full, I authorize the college to deduct the outstanding balance from my salary, or other credits due me, in one total payment.

Signature: _____ **Date:** _____ **Supervisor's Signature:** _____

To be picked up by: _____ **Signature:** _____
(Please print) (Sign when receiving cash)

Date: _____

Business Office Use Only

Vendor #: _____

Check given out: **Date:** _____ **Voucher #:** _____ **Amount:** _____

Cash given out: **Date:** _____ **Receipt #:** _____ **Amount:** _____

Cash brought back: **Date:** _____ **Receipt #:** _____ **B** **Amount:** _____

NWU check: **Date:** _____ **Receipt #:** _____ **C** **Amount:** _____

Voucher #: _____ **Approved Advance:** _____ **Approved Expenses:** _____