

{School Name}

Student Account Cash Advance Payroll Deduction Authorization

Employee Name: _____

Account Number: _____ Account Description: _____

Purpose of Cash Advance: Pay for Student/Team Meals Other: _____

Date Funds Needed: _____

Date(s) Funds Will be Spent Beginning Date: _____ Ending Date: _____

Justification: _____

I acknowledge that I have received a Cash Advance in the amount of \$_____ to be used for official school expenses for the Account stated above, in accordance with the specified purpose.

I agree that the funds will only be used for the purpose stated herein, and if I use the funds for any other purpose, I will reimburse the school for the unauthorized expenditures.

On the first school day after the ending date specified above, I will submit any unused cash and all receipts and documentation substantiating the cash expended to the school bookkeeper.

If I do not submit the balance of cash and all required expenditure documentation, I hereby authorize the Cheatham County Board of Education to process a payroll deduction on my next paycheck to repay the school for the entire amount of the Cash Advance received. If my next paycheck is not sufficient to repay the Cash Advance, I authorize payroll deductions from each subsequent paycheck as needed to fully repay the total amount of the Cash Advance. In the event that I should terminate my employment with the Cheatham County Board of Education prior to repayment of the cash advance, I acknowledge and understand that the unpaid balance will be immediately due and payable.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Finance Director: _____ Date: _____

To Be Completed by Bookkeeper:	Date Paid		Check #	
--------------------------------	-----------	--	---------	--