



One-Time-Only Petty Cash Agreement

I, _____, request \$_____ from The Arc of Prince George's County to be used for the following purpose: _____

I agree to close this account within 30 days from the date of receipt. Upon close out, these funds will be charged to _____(dept code/account number).

Agreements

- Y I agree to use these funds for authorized expenditures only, and to follow the agency guidelines, which I understand.
- Y I agree to keep the petty cash in a safe place at all times and I to account for all expenditures with appropriate receipts.
- Y I understand that I must report these expenditures on a petty cash expense record, and attach an itemized, dated receipt for each expense. I have been given sufficient instruction on the completion of these forms.
- Y In the event of a lost receipt or lost cash I will notify my supervisor immediately.
- Y Upon termination of my position or my employment with The Arc I agree to submit all cash and receipts within 24 hours of my last day of work.

Discrepancies

- Y I understand that unaccounted for or unapproved expenditures are my responsibility, and that I may be liable for them at the discretion of the Program Director.
- Y I agree that any cash shortage will be my responsibility and I will pay back that amount immediately, or The Arc will deduct this amount from my final paycheck.
- Y I understand that I have a right to a copy of all submitted expense records, and to be fully informed of any discrepancies before any action will be taken. I may also dispute any action through the grievance procedure as defined in The Arc of Prince George's County Employee Handbook given to me upon employment.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____