

## OFFICE OF CHURCH ADMINISTRATION

Denton Bible Church 2300 E. University Drive Denton, TX 76209 Phone: (940) 297-6700 Fax: (940) 565-9380

Email: dbc@dentonbible.org

## **Cash Advance Agreement**

By signing below, I attest to and agree that:

- ⇒ I have attended Cash Advance Training and have read and understand all pertinent documentation.
- ⇒ I understand that The Office of Church Administration considers the person to whom the check is issued as responsible for those dollars.
- ⇒ I understand that I am personally responsible for returning receipts and dollars totaling the amount of my cash advance check within 10 days of my return from travel or 10 days from my event.
- ⇒ If my expenses do not equal the advance, I will return the excess funds to Denton Bible Church.
- ⇒ I understand that failure to do so may result in loss of privilege in future handling mission trip funds.
- ⇒ As an employee, I authorize deduction from my salary for any cash advance that is not properly documented or repaid.
- ⇒ As a volunteer, I am liable for the amount of the advance to the church if I fail to properly document or repay the advance in a timely manner as indicated above, and may be subject to a loss in Cash Advance privileges.
- ⇒ I understand the difference between appropriate and inappropriate expenses and Cash Advance dollars can not be used for inappropriate expenses.
- ⇒ I will be responsible for reimbursing Cash Advance dollars used for personal benefit BY ANY MEMBER OF MY TEAM.

Printed Name	Signature	Ministry
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Date:	:	