

The University of Georgia Foundation

PROMISSORY NOTE FOR CASH ADVANCE

I, _____, request the sum of _____ from the University of Georgia Foundation. This sum is to be used for the specific purpose(s) stated below from _____ on check request _____ :
(LIST FUND NUMBER)

(LIST BUSINESS PURPOSE INCLUDING DATE OF TASK, EVENT, OR TRAVEL)

I have read and understand the Policies and Procedures for advances of the University of Georgia Foundation. I agree to submit the appropriate receipts and documents consistent with the Policies and Procedures. If actual costs are less than the amount advanced, I understand I must refund the difference to the Foundation along with any receipts and documents required. I will submit any refund and documentation to the Office of Financial Services in an acceptable form on or before which is the later of 30 days from the issue of the advance or completion of travel or task.

I understand and agree that I am personally responsible for the above referenced cash advance. If I default on the payment of this note, or if I fail to comply with this agreement, the Office of Financial Services reserves the right to refuse the issuance of future advances and may take action to retrieve funds from amounts owed by the University of Georgia, possibly including deducting any amount owed from my pay.

Requestor (Sign & Date)

Requestor Address: _____

Requestor Phone #: _____

Requestor Email: _____

V.P./Dean Approval (Sign & Date)

Office of Financial Services (Sign & Date)

A copy of this note will be provided with the cash advance.