



DJC-E1
PETTY CASH AGREEMENT

I, _____, (name) of _____ have received a Petty Cash Advance, in the amount of \$ _____. I understand that upon termination of my employment, or change in responsibilities, with the Sunrise School Division, I agree to ensure that the full amount of this petty cash advance has been accounted for and any discrepancy reported to the Secretary Treasurer.

Please have the petty cash reimbursement cheque made payable to _____.

Acceptance:

Date: _____

I agree to the above terms:

Principal's Signature: _____

Principal's Name: _____
(Please Print)

School Secretary's Signature: _____

School Secretary's Name: _____
(Please Print)

School Assigned: _____

Approval:

Date: _____

Approved by: _____
(Secretary Treasurer)

Cheque #	Date of Cheque:	Amount: \$
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Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):
Procedure: DJC	Guidelines:	Exhibit: DJC-E2