



### PETTY CASH ADVANCE AGREEMENT

By signing below, I assert that I understand and accept the following terms:

I will be issued a petty cash advance to be used only for production-related expenses for the motion picture listed below. All travel and services reimbursements will be handled separately since petty cash cannot be used for travel or services.

I will return all advanced monies to the Production Supervisor in the form of itemized receipts, or in the event that I do not spend all of the advanced monies, I will return any unused amount in the form of a check. I understand that I must return the entire advance amount in receipts or check before I will be authorized to receive more petty cash.

Further, I understand that if I do not return the advanced monies issued to me, my graduation and all of its rights will be suspended until such time as I pay back all balances outstanding.

Finally, I understand that I am solely responsible for all finances related to the petty cash advance given to me. No other crew member will be held responsible for petty cash advanced to me.

I have read and agree to the above terms:

Prod. #: \_\_\_\_\_

Film Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For office use:

Amount Advanced	Date Advanced	PRF #