

# PURDUE

UNIVERSITY

## Promissory Note Repayment Agreement for Advance

Borrower Name: \_\_\_\_\_ PUID # \_\_\_\_\_

Local Address \_\_\_\_\_  
Street City State ZIP

Home Address \_\_\_\_\_  
Street City State ZIP

Phone(W) \_\_\_\_\_ Phone(H) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Department \_\_\_\_\_ Account # \_\_\_\_\_

Amount of Advance Requested: \$ \_\_\_\_\_

### PAYROLL

Payroll Advance

Airline Ticket  
Advance

### PROJECT

Revolving

One Time

**By signing this repayment agreement, the borrower agrees to pay all amounts by the dates specified by this agreement or to provide required documentation according to the terms listed below.**

### For Payroll Advances

1. The payroll advance will be paid back through payroll deduction spread evenly over the first 3 full subsequent pay periods. Any requests for longer repayment periods would require the prior approval of the Treasurer and CFO or his/her designee.

### For Project Advances

1. Reason for the Advance: \_\_\_\_\_
2. Approximate date of completion of activity: \_\_\_\_\_
3. Documentation for expenses for the project advance shall be submitted to Business office no later than 30 days from the completion of the activity
4. I understand that Purdue University will consider "paid" any balance due for which I submit required documentation that supports the cash advance expenditures. Required documentation will consist of original paid receipts and/or invoices that meet normal University guidelines. If an expense is not an allowable expense or there is not appropriate documentation, then the expense will be my responsibility.
5. If the cash advance is more than the total expenditures and supporting documentation, I will return the excess cash advance no later than 30 calendar days from the completion of the activity to my business office.
6. If I do not adhere to these time frames for documentation submission or repayment, I authorize Payroll Services to make deductions from my paycheck to cover the repayment of this cash advance.
7. In the event funds are stolen, a police report must be filed and submitted with the reconciliation.
8. Additionally, by signing this Agreement, I hereby agree that in the event of a breach of any of the terms of this Agreement, the University shall be entitled to recover from the borrower reasonable attorney's fees, the costs of

collection, and court costs, in addition to all other relief, in law or in equity, to which the University may be entitled. The costs of collection may also include collection agency costs, if the account is referred to a third party collection agency for collection. Any judgment entered shall be without relief from valuation and appraisal laws.

9. This Agreement is executed and delivered in the State of Indiana, and it shall be governed by, construed, and administered in accordance with the laws of the State of Indiana. The parties agree that the exclusive venue for any dispute resolution brought under this Agreement shall be the courts of Tippecanoe County, Indiana.
10. Required documentation and/or return of excess cash should be made to Purdue University.

Agreed: \_\_\_\_\_ Date \_\_\_\_\_  
Borrower/ Project Advance Recipient Signature

Recommended for  
Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

Recommended for  
Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Dean of International Programs (Required for Airline Ticket Advance)

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Fiscal Approver

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Comptroller

Route to: Payroll Services

**Please mail payments (if not payroll deducted) and correspondence regarding this account to Business Office.**

<b>FOR BUSINESS OFFICE USE ONLY</b>	
<b>PROJECT ADVANCE</b>	
List of all expenditures on file in Business Office.	
_____	_____
Date	Signed (Business Office)
Was all money distributed and accounted for?	Yes / No
\$ _____	Original Advance
\$ _____	Disbursed
\$ _____	Balance
\$ _____	Redeposited Funds CRV # _____
\$ _____	Remaining Balance