

County Cash Procurement Agreement

_____ County

Section 1 – Cash Request

_____ County requests permission from the Cash Manager or Director of Financial Services to cash a check on _____ (date) from the _____ County Extension Account through Arvest Bank in the amount of \$_____ for the following purpose:

_____.

Staff Chair Signature

Date

*Upon completion of Section 1, send the signed form (fax or scan) to the Cash Manager or Director of Financial Services for approval **at least two weeks prior to the event**. If approved, the form will be signed and returned to the County to document approval.*

Section 2 – Financial Services Approval of Cash Request

Cash Manager or Director of Financial Services

Date

Section 3 – Cash Received *(complete only if the person receiving the funds is not the Staff Chair)*

_____ *(person receiving funds if other than Staff Chair)* received \$_____ cash from _____ County Extension Agent – Staff Chair on _____ (date) for the following purpose: _____

Signature of person receiving funds *(if applicable)*

Date

Section 4 – Verification of Funds Deposited

\$_____ was deposited back into the _____ County Depository Account at _____ Bank on _____ (date).

Staff Chair Signature

Date