

Macalester College Form

Student Statement of Personal Responsibility

Business Services

The purpose of this form is to define disclosure and rights of the student and Macalester College when a student is given a cash advance. The student is expected to submit an expense report and return unused funds within two weeks of returning from the sponsored event. If the student does not complete follow-up reporting, the outstanding cash amount will be turned over to Student Accounts and terms of the "Payment Agreement and College's Initial Disclosure" will be enforced.

This Statement of Personal Responsibility is an agreement between Macalester College and the student signing this agreement. The student acknowledges a debt to Macalester College for the full amount of cash advance received.

Students are restricted to a cash advance maximum of \$500.
(Requests for >\$500 require approval of the Purchasing & Accounts Payable Manager)

Reporting and repayment of the cash advance is due on or before two (2) weeks after returning from the sponsored event.

Reporting and repayment may occur in one the following methods:

1. Return receipts equal to or greater than the full amount of the cash advance
2. Return receipts totaling a partial amount of the cash advance plus funds for the remainder of the cash advance
3. Return funds for full amount of the cash advance

Failure to report on or before two (2) weeks after the sponsored event will result in the total amount outstanding to be added to my Student Account. Outstanding balance may be subject interest and fees according to the terms and conditions of the Student Accounts "Payment Agreement and College's Initial Disclosure" form.

Agreement states in part:

*.....the College has the right to take steps to collect the balance including, but not limited to the following:
excluding the student from classes;
withholding course grades, academic transcripts and diploma until the balance is paid;
turning the student's account over to a collection agency;
and taking legal action to collect the balance due.*

Student Name	<input type="text"/>	Event Sponsored	<input type="text"/>		
Street Address	<input type="text"/>	Sponsoring Department	<input type="text"/>		
City, State, Zip	<input type="text"/>	Faculty/Staff Name	<input type="text"/>		
Phone Number	<input type="text"/>	Date	<input type="text"/>		
MAC ID	<input type="text"/>	Cash Advance Amount	<input type="text"/>		
Email	<input type="text"/>				
Sponsoring Department's FOAPAL					
FUND	ORGN	ACCT	PGRM	ACTV	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Student Signature	<input type="text"/>		Faculty/Staff Signature	<input type="text"/>	

Submit signed "Student Statement of Personal Responsibility " to Business Services along with cash advance request

Purchasing & Accounts Payable Manager Approval _____
Grants Accountant Approval _____