

QUEST ASSET MANAGEMENT, INC.

PETTY CASH AGREEMENT

Dated this _____ day of _____, 20____
This agreement is made by and between Quest Asset Management, Inc. (the "Company") and _____, Property Manager of _____.

Property manager hereby acknowledges receipt of \$_____ to be used as the petty cash fund for the above referenced apartment property.

Both parties agree as follows:

1. The property manager is personally responsible for any losses that may occur to this petty cash fund.
2. Petty cash reimbursement is required to be submitted weekly to the corporate office. Based on the signature date of the petty cash reimbursement request, receipts older than **20 days** will not be eligible for petty cash reimbursement.
3. The use of personal monies to fund petty cash is strictly prohibited. If a property manager is found to be using his/her personal funds or allowing their employees to use personal funds for petty cash reimbursement then disciplinary action or termination (of the property manager) will follow based on the terms of this agreement.
4. Property manager will handle all expenditures and reimbursements as outlined by Company policy or any policy that may be instituted in the future.
5. Property manager will maintain petty cash/coins at the property or on his/her person at all times so it is immediately available for daily operations expenses, as needed. Petty cash shall not be deposited or held in the property manager's personal bank account(s) --- no exceptions.
6. Personal debit or credit card receipts are not eligible for petty cash reimbursement and should never be used to purchase items for the property. Only cash receipts are eligible for petty cash reimbursement.
7. At any time and without notice, the property manager may be asked by a supervisor to audit petty cash. If the sum of petty cash store receipts, petty cash payments in transit and cash/coins do not equal the total petty cash acknowledged amount above then disciplinary action or termination (of the property manager) will follow based on the terms of this agreement.
8. Should either party terminate the employment of the property manager, any deficits in the petty cash fund will be deducted from the property manager's final pay settlement.

Accepted and agreed to this _____ day of _____, 20_____.

Property Manager's Signature

Representative of Company

THE PORTION BELOW IS TO BE FILLED OUT AND SIGNED WHEN PETTY CASH FUND IS RETURNED TO QUEST ASSET MANAGEMENT, INC. BY THE PROPERTY MANAGER.

Petty cash fund received and reconciled in good order, this the _____ day of _____, 20____.

Property Manager's Signature

Representative of Company