

OPERATIONAL ADVANCE TO UNIVERSITY OF ARIZONA EMPLOYEE CUSTODIAL AGREEMENT

I, Wilma Wildcat, acknowledge receipt from the University of Arizona, Tucson, Arizona, the principal sum of one thousand dollars, (\$ 1,000.00) (**Operational Advance**). The Operational Advance will be used solely for the following purpose(s):

Operational expenses for field research to be conducted in the Grand Canyon for research project *Wild Cats Living in National Parks.*

I ACKNOWLEDGE THAT BY ACCEPTING THE OPERATIONAL ADVANCE AND EXECUTING THIS AGREEMENT, I AM ACCEPTING PERSONAL RESPONSIBILITY AND LIABILITY FOR USING THESE FUNDS FOR THE STATED PURPOSES AND SUBJECT TO ALL APPLICABLE UNIVERSITY AND ABOR POLICIES AND PROCEDURES, INCLUDING BUT NOT LIMITED TO THE FINANCIAL SERVICES MANUAL, SECTION 9.15, OPERATIONAL ADVANCES AND THE MISUSE OF UNIVERSITY ASSETS POLICY.

The Operational Advance will be settled no later than: May 3, 2024 (**Settlement Date**). On or before this date, a [Record of Operational Advance Expenditures](#) must be completed and any unused funds must be returned to the University. I acknowledge that Operational Advances are governed by [Financial Services Policy 9.15 Operational Advances](#), which sets forth in detail the requirements for maintaining and providing supporting documentation for expenditures with these funds. I agree to comply with this and all other University policies and procedures, and with the terms and conditions of the Sponsor, if the funds are from a sponsored project account. *I UNDERSTAND THAT THE OPERATIONAL ADVANCE CANNOT BE USED FOR EXPENDITURES THAT ARE PROHIBITED BY UNIVERSITY POLICY OR A SPONSOR'S FUNDING AGREEMENT.*

Because I am the designated University employee with fiduciary responsibility for appropriate University-related expenditure of the Operational Advance, I understand that my failure to properly reconcile the use of funds or return to the University may result in severe disciplinary consequences for myself including dismissal from the University without an opportunity for future employment with the Arizona Board of Regents. Additionally, I understand the University may initiate action to collect unreconciled Operational Advance funds against me using all available legal means.

This Operational Advance Custodial Agreement is governed in all respects by the laws of the State of Arizona.

Wilma Wildcat
Employee Signature

December 8, 2023
Date

Employee ID Number: 12341234

Dept #: 2412

Account Number: 3123123

Object Code: 8310

Owen Ocelot
Authorized Supervisor Signature

December 11, 2023
Date

Authorized Supervisor (Print Name): Owen Ocelot