

ATTACHMENT 5: SAMPLE CASH ACCOUNT AGREEMENT

Date month year

CASH ACCOUNT AGREEMENT

1. Cash account management:

Cash account management is herewith entrusted to Ms/ Mr _____

Address: _____

Title: _____

2. Cash holdings

Cash holdings are limited to _____ **VND** (in words: _____ VND only)

Exceptions are only permissible with prior written agreement from the officer responsible for the contract and cooperation.

3. Electronic cash book

Ms/ Mr: _____

Address: _____

is authorised to audit the electronic cash book.

4. Internal vouchers

Ms/ Mr: _____

Address: _____

is authorised to countersign internal expense vouchers.

5. Money transport

Money must be transported by two individuals if an amount is to be transported which exceeds _____ VND (in words: _____ VND only).

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6. Declaration

This cash account agreement enters into force on the date of signature. The signatories declare that they have read and will comply with the instructions for cash management.

Place

Date

Signature of the officer responsible for the contract and cooperation

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Signature of the cashier and accountant/accountant assistant

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