## 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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