

# 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).

-

**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

.....

Signature of the cashier and accountant/accountant assistant

.....