

**SAM HOUSTON STATE UNIVERSITY**  
**ATHLETIC RECRUITING ADVANCE AGREEMENT**

Date \_\_\_\_\_

I hereby acknowledge receipt of a \$ \_\_\_\_\_ athletic recruiting advance from Sam Houston State University. The advance will be used to entertain student recruits in Huntsville, Texas, on the following dates:

I understand and agree that the University is not obligated by law to provide me a recruiting advance, which is granted solely for my convenience and benefit. Therefore, in consideration of receipt of this advance, I hereby acknowledge my debt to the University, which I agree to repay in accordance with the following terms and conditions:

When my purchase voucher is processed to reimburse student recruiting expenses on the above dates, the reimbursement will be applied first to my outstanding advance. Any reimbursement in excess of my advance will be paid to me by check.

If my recruiting expense reimbursement is less than my advance, I will remit the difference to the SHSU Cashiers' Office as soon as the last recruiting date passes.

If my purchase voucher for recruiting expenses has not been submitted thirty (30) days after the latest recruiting date above, I hereby agree to repay SHSU by payroll deduction on the next payroll date until the advance is paid in full.

If I should terminate my employment at SHSU, I agree to pay all outstanding recruiting advances immediately. If for some reason I do not clear my account at termination, I further agree and authorize the recruiting advance to be deducted from my final paycheck, vacation payoff, retirement benefit, or other amounts owed me by the State of Texas and Sam Houston State University, after taking into account any approved recruiting expenses submitted by me.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Authorized Representative by and on Signature  
Behalf of Sam Houston State University

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

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