

IMPREST FUND VERIFICATION

NOTE: CASHIERS MAY NOT ACT AS VERIFIERS

Bureau _____ Cashier _____
 Location _____ Social Security Number _____
 Fund Number _____ Authorized Traveler's
 Authorized Fund Level _____ Check Level _____

I. VERIFICATION OF FUND

- A. Total Cash on Hand (II-A) \$ _____
- B. Total Uncashed Checks (II-B) \$ _____
- C. Total Unpaid Reimbursement Vouchers (II-C) \$ _____
- D. Total Unscheduled Subvouchers (II-D) \$ _____
- E. Total Unreimbursed Cash Travel Advances (II-E) \$ _____
- F. Total Unreimbursed Other (II-F) \$ _____
- G. Total Interim Receipts (II-G) \$ _____
- H. Total Advances to Subcashiers \$ _____
- I. Total Accounted for (I-A through I-H) \$ _____
- J. Authorized Level \$ _____
- K. Difference Between I-I and I-J \$ _____

REMARKS:

DATE	VERIFIER	SIGNATURE	TITLE	PHONE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cashier's Concurrence: Signature _____ Date _____

II. DETAILED ANALYSIS

A. CASH ON HAND:

BILLS	NO.	AMOUNT	COINS	NO.	AMOUNT
\$100			\$1.00		
\$50			\$.50		
\$20			\$.25		
\$10			\$.10		
\$5			\$.05		
\$2			\$.01		
\$1					
TOTAL			TOTAL		

B. UNCASHED CHECKS:

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT

TOTAL CASH ON HAND \$ _____

TOTAL UNCASHED CHECKS \$ _____

C. UNPAID REIMBURSEMENT VOUCHERS:*

NO. INCLUSIVE PERIOD AMOUNT

TOTAL UNPAID REIMBURSEMENT
VOUCHERS \$ _____

D. UNSCHEDULED SUBVOUCHERS:*

SUBVOUCHER NO. DATE AMOUNT

TOTAL UNSCHEDULED
SUBVOUCHERS \$ _____

E. UNREIMBURSED CASH TRAVEL ADVANCES:*

DATE TRAVELER AMOUNT

TOTAL UNREIMBURSED CASH TRAVEL
ADVANCES \$ _____

G. INTERIM RECEIPTS: *

DATE EMPLOYEE AMOUNT

TOTAL INTERIM RECEIPTS \$ _____

F. UNREIMBURSED – OTHER: *

DATE REFERENCE NO. AMOUNT

TOTAL UNREIMBURSED – OTHER \$ _____

*** USE SEPARATE SHEET IF NECESSARY**

III. VERIFICATION OF TRAVELER’S CHECKS:

- A. Traveler’s Checks On Hand Last Verification \$ _____
- B. ADD: Traveler’s Checks Received \$ _____
- C. SUBTRACT: Traveler’s Checks Issued \$ _____
- D. SUBTRACT: Traveler’s Checks Returned \$ _____
- E. Traveler’s Checks on Hand (A + B – C – D) \$ _____
- F. Authorized Traveler’s Check Level \$ _____
- G. Difference Between III-E and III-F \$ _____

REMARKS:

