RECONCILIATION OF IMPREST CASH FUND

Cash on hand

(Enter the amount of cash from actual count. Include any reimbursement checks received but not deposited in your checking account.)

Hundreds		Halves	
Fifties		Quarters	
Twenties		Dimes	
Tens		Nickels	
Fives		Pennies	
Ones		Other	

Total cash on hand (1) $0.00

Check book balance (if applicable) (2)

(Enter the check book available balance as of the date specified above. **A COPY OF THE RECONCILED BANK STATEMENT MUST BE ATTACHED.)**

Reimbursement DAV's in process

(These are DAV's submitted but reimbursement check has not been received. Enter each DAV separately.)

DAV#	Amount

Total DAV's in process (3) $0.00

Unreimbursed expenditures (4)

(These are paid receipts in your possession.)

Total of lines 1 through 4 (5) $0.00

Amount of imprest cash fund (6)

Lines 5 and 6 should agree. If there is a difference, a letter of explanation MUST BE ATTACHED.

I certify the above to be a true statement of the imprest cash fund of which I am custodian.

Signature of Custodian

Date

Name of Custodian (Typed or Printed)

Department

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