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| **11-11 APPENDIX E – FORM CD-423** U.S. DEPARTMENT OF COMMERCE(REV. 1-91) LFDAO 203-2**IMPREST FUND VERIFICATION****NOTE: CASHIERS MAY NOT ACT AS VERIFIERS**Bureau Cashier Location Fund Number Authorized Traveler’sAuthorized Fund Level Check Level  |
| VERIFICATION OF FUND* 1. Total Cash on Hand (II-A) **$**
	2. Total Uncashed Checks (II-B) **$**
	3. Total Unpaid Reimbursement Vouchers (II-C) **$**
	4. Total Unscheduled Subvouchers (II-D) **$**
	5. Total Unreimbursed Cash Travel Advances (II-E) **$** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	6. Total Unreimbursed Other (II-F) **$**
	7. Total Interim Receipts (II-G) **$**
	8. Total Advances to Subcashiers **$**
	9. Total Accounted for (I-A through I-H) **$**
	10. Authorized Level **$**
	11. Difference Between I-I and I-J **$**

**REMARKS:****DATE VERIFIER SIGNATURE TITLE PHONE**  Cashier’s Concurrence: Signature Date  |
| DETAILED ANALYSIS* 1. **CASH ON HAND: B. UNCASHED CHECKS:**

**TOTAL CASH ON HAND $**  **TOTAL UNCASHED CHECKS $**  |

(over)

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

|  |  |  |  |
| --- | --- | --- | --- |
| **CHECK NO.** | **AMOUNT** | **CHECK NO.** | **AMOUNT** |
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| FORM **CD-423** (REV. 1-91) LF DAO 203-2**C. UNPAID REIMBURSEMENT VOUCHERS:\* D. UNSCHEDULED SUBVOUCHERS:\*****NO. INCLUSIVE PERIOD AMOUNT SUBVOUCHER NO. DATE AMOUNT**     **TOTAL UNPAID REIMBURSEMENT VOUCHERS $** UNREIMBURSED CASH TRAVEL ADVANCES:\***DATE TRAVELER AMOUNT****TOTAL UNSCHEDULED****TOTAL UNREIMBURSED CASH TRAVEL SUBVOUCHERS $** **ADVANCES $** **G. INTERIM RECEIPTS: \***1. **UNREIMBURSED – OTHER: \***

**DATE EMPLOYEE AMOUNT****DATE REFERENCE NO. AMOUNT****TOTAL UNREIMBURSED – OTHER $** **TOTAL INTERIM RECEIPTS $** **\* USE SEPARATE SHEET IF NECESSARY** |
| 1. **VERIFICATION OF TRAVELER’S CHECKS:**
	1. Traveler’s Checks On Hand Last Verification **$**
	2. ADD: Traveler’s Checks Received **$**
	3. SUBTRACT: Traveler’s Checks Issued **$**
	4. SUBTRACT: Traveler’s Checks Returned **$**
	5. Traveler’s Checks on Hand (A + B – C – D) **$**
	6. Authorized Traveler’s Check Level **$**
	7. Difference Between III-E and III-F **$**
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| **REMARKS:** |