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| **11-11 APPENDIX E – FORM CD-423** U.S. DEPARTMENT OF COMMERCE  (REV. 1-91) LF  DAO 203-2  **IMPREST FUND VERIFICATION**  **NOTE: CASHIERS MAY NOT ACT AS VERIFIERS**  Bureau Cashier  Location  Fund Number Authorized Traveler’s  Authorized 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)

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

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| --- | --- | --- | --- |
| **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 **$**    7. Difference Between III-E and III-F **$** |
| **REMARKS:** |