BANK RECONCILATION

A.3.8 (a)

AGENCY:
UNIT:
FUND NAME: IMPREST FUND
BANK NAME:
ACCOUNT #:
PERIOD ENDED:
DATE PREPARED:

	Adjustments:	**Balance:**
Balance Per Bank Statement		0
Subtotal		0
Less Outstanding Checks	0	0
Adjusted Bank Balance		
Sub-Total (Should Equal Adjusted Bank Balance)		0
Plus - Reimbursemenst in Transit		0
Plus - Checks Issued - Reimbursement not Requested		0
Plus - Petty Cash		0
Balance (Should Equal Total of Authorized Fund)		0

Attachments:
Bank Statement
Reconcilation Detail
Outstanding Checks (Itemized)
Reimbursements in Transit (Itemized)
Reimbursements not Requested (Itemized)
Petty Cash Reconcilation