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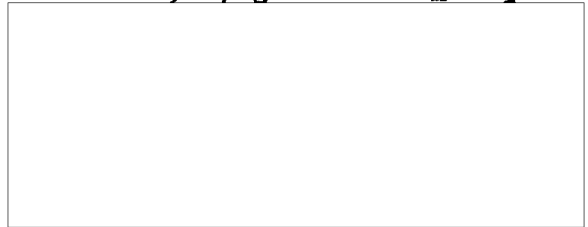
1 April 1959

SUBJECT: Transfer of Imprest Fund Accountability

So that Imprest Funds are transferred in accordance with existing Treasury Department procedures and continuous use of the Fund is assured, the following procedures will be observed when a transfer of Imprest Fund accountability occurs.

- a. When the incoming Imprest Fund Cashier has been confirmed by the Disbursing Officer, the outgoing Cashier should submit a statement to the Disbursing Officer that the cash on hand was transferred to the incoming Cashier, who likewise should submit a statement to the Disbursing Officer acknowledging receipt of the cash. A receipt for the funds transferred should be secured by the outgoing Cashier from the incoming Cashier.
- b. The outgoing Imprest Fund Cashier should prepare a reimbursement voucher in his name for the paid subvouchers on hand which have not been reimbursed and note on the reimbursement voucher: MAKE CHECK PAYABLE TO "NAME" of the incoming Imprest Fund Cashier.
- c. The cash on hand transferred plus the reimbursement check should equal the total imprest fund authorized.
- d. A signed copy of the statements transferring cash on hand should be forwarded to the Chief, Fiscal Division, through the Chief, Administrative Staff, 
- e. Transfer of funds should not be made before designation of the new Imprest Fund Cashier, nor should payments be made from the fund by an employee before he is designated as an Imprest Fund Cashier.

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Distribution: F-3

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