


ADMINISTRATIVE-INTERNAL USE ONLY

MEMORANDUM FOR:

SUBJECT : Recording of Imprest Fund Transactions

1. In a recent audit of Office of Security's financial and logistical records, the Audit Staff noted that several custodians of imprest funds had not been recording disbursements on a daily basis. It was recommended that cash transactions be recorded as they occur in order that a current record of transactions would be available in the event of lost or misplaced documentation.

2. In order that we may reply to the Audit Staff indicating we have complied with their recommendation, it is requested that you confirm that cash transactions from your imprest fund are being recorded on a daily basis by signing and returning a copy of this memorandum to Chief, Plans, Programs and Administration Division, Room 4E-69 Headquarters.


Chief, Plans, Programs,
and Administration Division, OS

STATINTL

Name

Date

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