Authorization for Imprest Fund Expenditure

SUPPORTING DOCUMENTATION MUST BE ATTACHED

LEGEND
Give details of trips. Enter only one carfare or one trip on a line and indicate Travel Mode using code letter:
A - Subway/Bus
B - Bus
C - Surface Car (Taxi/Phaeton, etc.)
D - Private Vehicle
E - City owned vehicle (include 4 digit car code)

INVOICE AMOUNT

\( \text{VENDOR NAME:} \quad \text{(PAID TO)} \quad \text{VENDOR NAME (PAID TO) OPTIONAL)} \)

# OF LINES

FISCAL YEAR

\( \text{ENTER Y} \quad \text{(1099 EARNINGS)} \)

INVOICE DATE

INVOICE REMARKS (Enter invoice # or enter name of conference & location)

CHARGE TO DISTRICT

SFX

QUICK CODE

LOCATION

OBJECT

AMOUNT

DATE

TRAVEL FROM

DESTINATION

TOLL

MILEAGE

PRIVATE VEHICLE

MILES

FARES/PARKING

DAILY OR TRIP TOTAL

GRAND TOTAL

RECEIPT OF GOODS/SERVICES - I certify that the account of expenditures is a true and correct statement of disbursements actually made by me for and on account of the NYC Department of Education; that the expenditures of the sums were authorized and necessary in the performance of official duties and that no payment has heretofore been requested or received by me for any part thereof.

PRINT NAME OF RECEIVER OF GOODS/SERVICES

SIGNATURE OF RECEIVER OF GOODS/SERVICES

DATE

FOR CENTRAL BUSINESS OFFICE USE ONLY

AUDITED BY

CHECK #

DATE OF CHECK

CHECK PICKED UP BY

DATE

FOR ON-LINE IMPREST FUND USERS ONLY

TICKLER NUMBER

(must be entered at right)

AUTHORIZED BY

DATE

EXPENDITURE APPROVAL
I approve the expenditure detailed above certifying that it is necessary for the conduct of the educational or administrative program and is in accordance with the rules and regulations of the NYC Department of Education. Funds have been made available to process this invoice/claim.

INITIAL HERE IF THIS IS A REQUEST FOR AN EMERGENCY CHECK FROM THE CENTRAL BUSINESS OFFICE (CBO)
I am requesting an emergency check in the amount indicated in the "Invoice Amount" box, for the purposes stated above. Preliminary documentation is attached. I understand that I must furnish all required documentation to the Central Business Office within 30 days of the date of purchase or return the full amount of check.

PRINT NAME OF APPROVING OFFICER

SIGNATURE OF APPROVING OFFICER

DATE

COPY 1 - FMC

COPY 2 - FILE