

Advance Account Reimbursements

Type of Information	Source of Information	Intended Use of Information
<ul style="list-style-type: none"> • Advance Account Reconciliation 	<ul style="list-style-type: none"> • Bank (for bank statement) • Individual performing the reconciliation 	<p>Verify the reconciliation is accurate and all monies are accounted for.</p> <p>Verify the reconciliation was performed by an employee not involved in recording receipts and disbursements.</p> <p>Verify the reconciliation was performed within 5-7 days of each month-end.</p> <p>Ensure the reconciler handled unreconciled amounts appropriately.</p> <p>For full instructions, please refer to <u>Chapter XIV, Section 4.C - Bank Account Reporting and Reconciliations</u>.</p>
<ul style="list-style-type: none"> • Justification for establishing or increasing the account 	<ul style="list-style-type: none"> • Agency Chief Fiscal Officer • Requestor of the funds 	<p>Verify a justification for establishing or increasing the account was provided. This may include, but is not limited to, the following:</p> <p>A six month analysis of vouchers previously paid by OSC which could have been paid from a cash advance account if it were in existence at the time. For example:</p> <ul style="list-style-type: none"> • Number of vouchers and total dollar value of vendor claims paid under \$250. • Confidential investigation payments. • Other special purchase payments.
<ul style="list-style-type: none"> • Receipts for advance account reimbursement 	<ul style="list-style-type: none"> • User of the funds 	<p>Verify the purchases were made in accordance with the advance account type (e.g., petty cash, travel, confidential, etc.).</p>

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		<p>Verify the receipts support the expenses listed on the advance account reconciliation.</p> <p>For more information, please refer <u>Chapter VII, Section 10.D - Cash Advance Payment Types</u> and <u>Chapter VII, Section 10.E - Cash Advance Reimbursement</u>.</p>
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