

North Carolina State University  
Imprest Cash Account Report

Date: \_\_\_\_\_

For the Period Ending: \_\_\_\_\_

School/Department/Administrative Unit: \_\_\_\_\_

Organizational Unit Code: \_\_\_\_\_

Amount of Imprest Cash Authorized: \$ \_\_\_\_\_

Cash on Hand (End of Month): \$ \_\_\_\_\_

Unvouchered Invoices/Receipts on Hand:  
(End of Month) \$ \_\_\_\_\_

Reimbursement Vouchers in Process: \$ \_\_\_\_\_

Total (2,3 and 4): \$ \_\_\_\_\_

Overage/Shortage (1-5)\*: \$ \_\_\_\_\_

\* If there is a balance other than zero, explain the overage or shortage in the account:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of the Account Custodian)