

**CHENEY SCHOOL DISTRICT**

520 Fourth Street  
Cheney, Washington 99004

**IMPREST FUND BALANCE SHEET**

FUND: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

Petty Cash	\$	_____
Check Book Balance	\$	_____
Items for Reimbursement	\$	_____
Over or Short *	\$	_____
FUND BALANCE	\$	=====

This balance sheet is to be submitted to the Business Office with each reimbursement request, along with the items for reimbursement.

I, the undersigned, do hereby certify under penalty of perjury that the above figures are true and correct.

Signed: \_\_\_\_\_

\*Brief explanation of overage or shortage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If there is an overage or shortage and you know why - send in the form and the District Bookkeeper will contact you immediately to tell you how to handle the situation. If you do not know why you are over or short, please call the District Bookkeeper and she will come and try to help you with the problem.)

White Copy - District Office  
Yellow Copy - Fund File Copy