

**Office of the New York State Comptroller
Bureau of State Accounting Operations
Cash Advance Account Confirmation & Reconciliation Form
as of March 31st**

Business Unit: _____ Fiscal Year: _____
 Agency Name: _____ Bank Name: _____
 Department Code: _____ Bank Account Number: _____

(1) Vendor ID	(2) Advance Type	(3) Bank Balance March 31st	(4) Add: Pending Reimbursements	(5) Add: Other (Give Explanation)	(6) Less: Outstanding Checks	(7) Advance Amount March 31st
TOTALS		-	-	-	-	-

INSTRUCTIONS:
 In order to complete this form, run the NY_AP_CASHADV_AUTHORIZED_LIMIT public query. For detailed instructions, see GFO Section VII.10.F - Cash Advance Reconciliations and Annual Confirmation.

- (1) List each 041 Vendor ID assigned to the advance.
- For each Vendor ID:
- (2) Advance Type (i.e. Petty Cash, Travel, Confidential, Other or Professional Services).
 (3) Bank balance amount from the March 31st bank statement.
 (4) Total amount of reimbursements not yet reflected on the March 31st bank statement.
 (5) Total amount of reconciling items (change funds, shortages, overages, etc.) and attach a detailed explanation.
 (6) Total amount of outstanding checks as of March 31st.
 (7) Calculate the advance amount (columns 3-6). Total must equal the advance amount on the NY_AP_CASHADV_AUTHORIZED_LIMIT public query at March 31st. An explanation must be given if the amounts do not agree.

Form Preparer: _____ Date: _____
 Preparer's Email Address: _____ Telephone No. (____) _____
 Form Reviewer: _____ Date: _____
 Reviewer's Email Address: _____ Telephone No. (____) _____