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MEMORANDUM

To: Agency Heads/Fiscal Officers  
From: Simcha Felder   
Re: Comptroller's Directive #3, *Procedures for the Administration of Imprest Funds*  
(Revised)

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A new version of Comptroller's Internal Control and Accountability Directive #3 is attached. It supersedes the existing version dated March 22, 2004.

By providing agency access to internal checking accounts to satisfy small expenditures, imprest funds provide a convenient and less costly alternative to the City of New York's Financial Management System (FMS Accounting) purchase order and payment request process. As a component of imprest funds, agencies are permitted to establish petty cash funds to facilitate payment of nominal expenditures and employee cash advances where disbursement by imprest fund check is considered impractical or inappropriate. Both the New York City Office of the Comptroller (Comptroller) and the Department of Finance have a role in approval of, and oversight for, agency imprest funds.

This Directive revises the requirements for the operation and control of imprest funds. It contains updated procedures for establishing new imprest fund bank accounts as well as the replenishment of existing accounts. This Directive also revises a number of the prior version's procedural details and updates the references to the City's new FMS Accounting. The Directive

continues to require annual accountability reporting as part of the *Fiscal Year End Closing Instructions*.

This Directive is effective immediately. Questions should be addressed to the Directives Unit, Municipal Building, 1 Centre Street, Room 827, New York, N.Y., 10007, (212)669-8216. E-mail [directives@comptroller.nyc.gov](mailto:directives@comptroller.nyc.gov).

Attachment