

IMPREST FUND RENEWAL MEMO

Date:

TO: Ms. Jennifer Yang, Unit Chief-Ledger Maintenance

Financial Reporting Division
Bureau of Accountancy
Office of the Comptroller
One Centre Street– Room 200 South
New York, NY 10007

FROM:

RE: Renewal of Imprest Funds 20

Agency Code:

Agency Name:

I am requesting renewal of account number in the amount of:

The purpose of this account:

E-MAIL

TELEPHONE

SIGNATURE

By signing this form, you attest that all information is accurate and complete to the best of your knowledge, and you are the authorized individual for your agency to approve this document for submission with respect to the year-end close for fiscal year 2025.