

Department of Veterans Affairs
Washington, DC 20420

VA Directive 4030
Transmittal Sheet
October 17, 1994

IMPREST FUND CASHIER POLICY

- 1. REASON FOR ISSUE:** Attached is a total revision of VA Manual MP-4, Part I, Chapter 4, which has been divided into VA Directive 4030 and VA Handbook 4030.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive revises VA Imprest Fund Cashier Policy to update titles and department names.
- 3. RESPONSIBLE OFFICE:** Fiscal Policy Service (047GC), Office of the Deputy Assistant Secretary for Financial Management.
- 4. RELATED HANDBOOK:** VA Handbook 4030, Imprest Fund Cashier Procedures.
- 5. RESCISSION:** MP-4, Part I, Chapter 4.

CERTIFIED BY:
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IMPREST FUND CASHIER POLICY

1. PURPOSE. The purpose of this directive is to define the policy relative to the appointment of Imprest Fund Cashiers.

2. POLICY

- a. The position of Imprest Fund Cashier should be established only at those stations where the volume of small purchases is too large to be effectively handled through the

Agent Cashier by the petty cash method, or where the distance between the Fiscal activity and the Acquisition and Materiel Management activity is considerable.

b. The Imprest Fund Cashier is accountable to the Agent Cashier from whom the advance of funds is received, and must verify the account on a daily basis, in accordance with VA Handbook 4030.

3. RESPONSIBILITIES. Imprest Fund Cashiers will be responsible for the safekeeping of funds advanced to them by the Agent Cashier. Procedures for the maintenance of the account are published in VA Handbook 4030.