

**Closing Form**

Project Advance  
Imprest Fund

Deliver in Person To: University Cashier  
101 Sparks Hall  
(404) 413-3251

Date Closing Advance/Imprest Fund:

Panther Card ID Number of Custodian:

601708 \_\_\_\_\_

**Closing Project Advance/Imprest Fund**

Department Name:	Date of Advance/Imprest:
Name of Custodian:	
Contact Email:	Contact Telephone:
Signature of Custodian	

**Please attach all supporting documentation. Only original, witnessed receipts will be accepted.**

**Distribution**

SpeedType	Amount	Account (6)	Fund (5)	Dept (9)	Program (5)	SubClass (5)	Project/Grant (10)
Total							

**Composition**

Composition	Amount
Currency (USD)	
Coins (USD)	
Cash Subtotal	
Checks (List Each Check Separately Below or Attach Check Log)	
Total	

**List of Checks (if applicable)**

Check Date	Check Number	Remitter's Name	Amount
Total Amount of Checks Listed			

*Certification: I do solemnly affirm, under criminal penalty of a felony for false statements subject to punishment by a fine of not more than \$1,000 or by imprisonment for not less than one year nor more than five, or both, that the statements are true and that the described item(s) is/are for institutional purposes only and that reimbursement or payment has not been previously requested and/or paid by Georgia State University and that payment has not been requested and/or paid by any other source.*

By signing the voucher, the individual is certifying that he/she is authorized on the ChartField combination(s), that the charges are appropriate to the ChartField combination(s) being charged, and the charges are legitimate expense within the University and Project guidelines and that the replenishment amount does not exceed the original requested amount.

\*Signature of Authorized Requestor/Initiator:  
(required)

Date (required):

\*Signature of Authorized Approver for Grant/Project:  
(required and different from Initiator above)

Date (required):

Cashier's Use Only:	Payfile Number:	Transaction Number:
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**\*Original, dated signatures are required for closure to be processed.**