

**CONTINGENCY FUND REGISTER**  
CHICAGO POLICE DEPARTMENT

NAME OF FUND OFFICER

ORGANIZATIONAL UNIT

BALANCE FORWARD

- (1) All advances, expenditures and returns from the Superintendent's Contingency Fund will be recorded on the form by the Fund Officer or by his authorized representative.
- (2) A serial number will be assigned to each transaction and will correspond to the number on the voucher form. (An advance and a return will normally require two entries so that the balance in the fund is current at all times. The same serial number will be recorded for the two entries.)

- (3) The Fund Officer is personally responsible for all monies advanced and this register will be subject to audit by the Superintendent or his authorized representative at any time.

SERIAL NO.	DATE	SIGNATURE OF OFFICER RECEIVING MONEY	SIGNATURE OF OFFICER AUTHORIZING PAYMENT	AMOUNT OF ADVANCE OR EXPENDITURE	AMOUNT RETURNED	BALANCE