CONTINGENCY FUND VOUCHER

CHICAGO POLICE DEPARTMENT

DATE OF REPORT	SERIAL NO.

NAME & RANK	STAR NO,	ORGANIZATIONAL UNIT

(1) This form will be completed by any member of the Chicago Police Department who receives an advance from or who incurs expenditures chargeable to the Superintendent's Contingency Account in the performance of regularly assigned police duties.

(2) Brief explanations containing the following will be made below when applicable; location, suspected conditions, results, RD number. In the event that MONIES ARE BEING HELD AS EVIDENCE indicate the inventory number and Custodian's number.

(3) This form will be signed by the officer to whom an advance has been made or by whom chargeable expenditures were incurred. It will be countersigned by the authorized Fund Officer and used as the basis of recording returns to the Contingency Fund Register (CPD-61.310) and will be forwarded to the Superintendent as a record of the expenditures with the appropriate Contingency Fund Expenditure Authorization (CPD-61.312).

REPORT OF EXPENDITURES INCURRED (CONTINUE REPORT ON REVERSE SIDE)

DATE	NO. OF ITEMS	ITEM	EXPLANATION	AMOUNT

ARE ANY ABOVE REPORTED EXPENDITURES BEING HELD AS EVIDENCE? YES ☐ NO ☐

EXPENDITURE RECAP:

TOTAL ADVANCED $_____

LESS AMOUNT EXPENDED $_____

BALANCE $_____

BALANCE RETURNED $ _____

BALANCE OWED $ _____

_____
SIGNATURE OF REPORTING OFFICER

_____
SIGNATURE OF FUND OFFICER

CONTINGENCY FUND VOUCHER (CONTINUED)

DATE	NO. OF ITEMS	ITEM	EXPLANATION	AMOUNT