CONTINGENCY FUND EXPENDITURE AUTHORIZATION

CHICAGO POLICE DEPARTMENT

DATE	CHECK NO.

INDIVIDUAL TO WHOM CHECK IS DRAWN	AMOUNT	APPROVED BY

The attached check, in the above amount, drawn on the Contingency Fund of the Superintendent of Police is to be used:

(1) ☐ As an advance for expenditures, to be incurred at the discretion of the individual to whom the check is drawn, bringing the total such advance to $ _____

(2) ☐ As an advance for the specific purpose of _____

_____

A detailed report of the expenditures authorized must be completed below and a copy returned to the Superintendent within five days of the completion of the purpose for which the advance was issued together with receipts for the expenditures incurred.

(3) ☐ As payment for the expenditures itemized below or as indicated in the attached invoice or report.

REPORT OF EXPENDITURES	NAME & RANK	ORGANIZATIONAL UNIT	DATE

(1) If item number (1) above is checked indicate below for each contingency fund voucher submitted the serial number, name of the reporting officer (not the fund officer) in the item of expenditure column and the amount expended in the amount column.

(2) If number (2) or (3) is checked above describe each of the expenditures below in detail:

	ITEM OF EXPENDITURE	AMOUNT
1.		$
2.		$
3.		$
4.		$
5.		$
6.		$
7.		$
8.		$
9.		$
10.		$
	TOTAL	$

ARE ANY ABOVE REPORTED EXPENDITURES BEING HELD AS EVIDENCE?

YES ☐ NO ☐

EXPENDITURE RECAP:

TOTAL ADVANCED $ _____

LESS AMOUNT EXPENDED $ _____

BALANCE $ _____

BALANCE RETURNED $ _____

BALANCE OWED $ _____

I DECLARE THAT THE ABOVE IS A COMPLETE AND ACCURATE RECORD OF EXPENDITURES INCURRED BY ME OR THOSE IN MY COMMAND.

_____

SIGNATURE