

File: Assurance

# ACCOUNTING BY INDIVIDUAL FOR ADVANCE

2.B.

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE.

TO: CFD DATE 17 April 1952

FROM: [ ]

SUBJECT: ACCOUNTING FOR THE PERIOD FROM 7 June 1951 TO 8 June 1951 INCLUSIVE.

1. CASH ON HAND See Request for Advance dated 7 June 1951 \$ 1,400.00  
(Date of close of last accounting period)

2. RECEIPTS DURING ACCOUNTING PERIOD:

DATE	RECEIPT NO.	DESCRIPTION	
<u>7 June 1951</u>	<u>587</u>	<u>CFD receipt signed by [ ]</u>	\$ <u>1,400.00</u>
<u>See pencilled notation stating Hambley receipt deposited with CFD.</u>			

TOTAL TO BE ACCOUNTED FOR \$ 000

3. EXPENDITURES DURING ACCOUNTING PERIOD FOR WHICH REIMBURSEMENT IS CLAIMED:

DATE	VOUCHER NO.	DESCRIPTION	
			\$

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE METHOD EXEMPTION 3B2B  
AAZ IAW CRIMES DISCLOSURE ACT  
DATE 2007

4. RETURNED HEREWITH: \_\_\_\_\_ \$ 000  
(Describe - Cash, Check, Money Order, Etc.)

5. CASH ON HAND \_\_\_\_\_ \$ 000  
(Date of closing of this accounting period)

INCLUDES CASH ON HAND OR OTHERWISE IN POSSESSION.  TOTAL ACCOUNTED FOR \$ 000  
IF OTHER THAN ACTUAL CASH ON HAND, DESCRIBE FULLY.

6. I CERTIFY that the expenditures itemized on this accounting and/or attached documents, were necessarily incurred by me in connection with official business of a confidential nature, and that I have not been, nor will I be, reimbursed therefor from any source, Government or private; and that this voucher and attachments, if any, are true and correct in all respects. This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

SIGNATURE

7. APPROVED: AEX/EE  
DATE \_\_\_\_\_ TITLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

8. I CERTIFY that this accounting has been examined by me; that receipts or other substantiating data have been furnished me, or a satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized expenditures were for necessary official purposes, reimbursement for which is allowable under existing regulations; and that such expenditures are properly chargeable to the accounts indicated below.

DATE \_\_\_\_\_ APPROPRIATION \_\_\_\_\_ ALLOTMENT \_\_\_\_\_ AUTHORIZED CERTIFYING OFFICER \_\_\_\_\_

## INSTRUCTIONS

1. If funds in a form other than U. S. Dollars were on hand, received or disbursed during accounting period, all pertinent data, i.e. rate, method of acquisition, etc. must be shown. If advances have been made to third parties insert as separate item (add item 1a) the total of such advances outstanding at the beginning of the accounting period.
2. If more space is required to explain receipts, prepare receipt form, number and attach hereto. In every case, completely identify the source of receipts.
3. Obtain and number each voucher for expenditures (such voucher can be the receipt obtained from payee). Where no receipt is obtained, prepare certificate in accordance with CFB Regulations, number in sequence with vouchers, and attach hereto, along with all other vouchers. If more space is required to list or explain expenditures, enter in total on this form and attach itemized schedule. If advances to third parties are outstanding at the end of the accounting period insert as separate item (add item 3a) the total of such advances and attach an itemized list or explanation.
4. Final credit will not be given for disbursements which are advances to be accounted for. When accountings are obtained list as expenditures or refund of cash as appropriate.