CASH DISBURSEMENTS RECORD
(CDRec)

INSTRUCTIONS

A. This record shall be maintained by each Disbursing/Accountable Officer to monitor the cash advance balance. All transactions for the day shall be recorded immediately. It shall be maintained by fund cluster.

B. This form shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
3. **Sheet No**. – the sheet number which shall be one series per year
4. **Accountable Officer/Official Designation/Station** – name, designation and station of the Accountable Officer/Disbursing Officer
5. **Date** – date of the source document
6. **ADA/Check/DV/Payroll/Reference No. –** serial number of the ADA/Check/DV/Payroll or other reference document
7. **Payee –** name of the payee/claimant
8. **UACS Object Code –** object code in accordance with the UACS
9. **Nature of Payment –** brief description of the payment
10. **Cash Advance Received/(Refunded) –** amount of cash advance received, or refunded in negative amount
11. **Disbursements –** amount disbursed out of the cash advance received
12. **Cash Advance Balance –** cash advance received less disbursements

C. The record shall be certified by the Disbursing Officer at the end of each month, or when required to do so by proper competent authority, as follows:

"C E R T I F I C A T I O N

I hereby certify on my official oath that the foregoing is a correct and complete record of all cash disbursements had by me in my capacity as _____of _____ during the
(Designation) (Name of Agency)
period from _____ to _____,inclusive, as indicated in the corresponding columns.

_____
Name and Signature of Disbursing Officer

_____
Date"