



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

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May 25, 2020

A2 - Transaction Record of Confidential Funds

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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A2 - Transaction Record of Confidential Funds

Reference Number: MTAS-386

This form is completed each time funds are transferred between an agent and the custodian, including both advances of cash to agents and return of cash by agents. A separate form is completed for each transaction. It also serves as a request for cash by an agent.

Form A-2

TRANSACTION RECORD OF EACH ADVANCE AND RETURN OF CONFIDENTIAL FUNDS

ADVANCE

Transaction Number _____

Agent's name _____ ID number _____

Unit _____

Amount of advance \$ _____ Case or reference # _____

Intended purpose: [] Investigative advance [] Use as a flash roll *

Advance approved by _____
Signature of chief law enforcement official or designee Date

Advance received by _____
Agent's signature Date

Check # _____ Date _____

* Flash rolls shall be returned within 72 hours unless extended for an additional 48-hour period.

RETURN

Transaction Number _____

Agent's name _____ ID number _____

Unit _____

Amount returned \$ _____ Case or reference # _____

Advance returned by _____
Agent's signature Date

Advance returned to _____
Signature of chief law enforcement official or designee Date

Receipt # _____ Date _____

Original: Filed with Fund Custodian
Copy: Retained by Agent

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