

# STATE - *of* - INDIANA



INDIANAPOLIS 46204

## STATE BOARD OF ACCOUNTS

912 State Office Building

October 20, 1967

TO: ALL PUBLIC PRINTING SUPPLIERS

SUBJECT: GENERAL PRESCRIBED FORMS

The following "General Forms" have been prescribed by this Board for use of local governmental units not having specific forms prescribed for their use. Sample copies of such forms are enclosed and the printing specifications are set out below.

### General Check Form No. 356 (1967)

This form is to be printed, original and duplicate as shown on the enclosed copies for use with carbon, pre-numbered by the printer, five to a sheet loose-leaf; original perforated for tear-out and employee's earnings and deduction slip perforated for detaching from the original copy; duplicate punched for containing in a post binder; and, the lines spaced for use with a standard typewriter. Paper is to be of standard seventeen inch length for five checks to a page.

This form has been designed to serve as a multiple purpose check. It may be used for payment of salaries and wages and for other operating expenses. When used for payment of operating expenses, the disbursing officer should detach the unused earnings and deductions slip before mailing the check to the payee. When used for payment of salaries or wages the employee is to detach the earnings and deductions slip before cashing the check.

### General Payroll Check Form No. 357 (1967)

This form is to be printed in triplicate as shown on the enclosed copies for use with carbon paper and pre-numbered by the printer; five to a sheet loose-leaf; original is to be perforated for tear-out and employee's earnings and deduction slip perforated for detaching from the original copy; triplicate copy is to be punched for containing in a post binder; and, the lines are to be spaced for use with a standard typewriter. Paper is to be of standard seventeen inch length for five checks to a page.

### Ledger of Receipts, Disbursements and Balances, General Form No. 358 (1967)

This form is to be pen ruled and printed back to back on a loose-leaf sheet, size 9 1/4" x 11 7/8" with 30 lines per sheet. It is to be printed on 28 lb. ledger paper and punched for standard post binder. The form may be printed in longer standard sizes, such as 11" x 11 7/8", at the request of the purchaser.

Ledger of Appropriations, Encumbrances, Disbursements and Balances, General Form No. 359 (1967)

This form is to be pen ruled and printed back to back on a loose-leaf sheet, size 9 1/4" x 11 7/8" with 30 lines per sheet. It is to be printed on 28 lb. ledger paper and punched for standard post binder. The form may be printed in longer standard sizes, such as 11" x 11 7/8", at the request of the purchaser.

Financial Statement (Front Side), Depository Statement and Cash Reconcilement (Back Side), General Form No. 360 (1967)

This form is to be pen ruled and printed, two sides as per the enclosed copy, on a loose-leaf sheet, size 11" x 14". Horizontal rulings shall be four to the inch. It is to be printed on 28 lb. ledger paper and punched for standard post binder.

If the purchaser requires more space for listing funds or the names of the depositories this form may be lengthened and printed in longer standard sizes, by increasing the number of lines under the "Funds" or Name of Depositories and Depository Accounts" captions.

Treasurers Daily Balance of Cash and Depositories, General Form No. 361 (1967)

This form is to be pen ruled and printed back to back on a loose-leaf sheet, size 9 1/4" x 11 7/8". It is to be printed on 28 lb. ledger paper. If the purchaser requires more space for entering the names of the depositories this form may be lengthened and printed in longer standard sizes by increasing the number of lines under the caption "Name of Depository" by continuing the numerical sequence, 2G, 2H, 2I, etc., as necessary. The sheet is to be printed for standard post binder.

Very truly yours,

Richard L. Worley  
State Examiner

CWS:bs

W'K'D	GROSS PAY	WITH. TAX	SECURITY	WITH. TAX	INTEREST		NET PAY	ENDING	EMPLOYEE
									DETACH BEFORE CASHING

PRESCRIBED BY STATE BOARD OF ACCOUNTS

GENERAL FORM NO. 350 (1000)

APPR. NO. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ FUND

No. \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Township Public Library

19

PAYABLE AT

PAY TO THE  
ORDER OF \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

DOLLARS

SUBJECT TO ALL DELINQUENT TAX CHARGED AGAINST THE PAYEE

100

OFFICE COPY-NOT NEGOTIABLE