

Operational Services

Imprest Fund Accounts

Imprest Fund Accounts are checking accounts as authorized by the Board of Education to provide emergency funds in each building and the central office of the District for those necessary and budgeted expenditures that cannot otherwise be handled on an individual basis through the regular District purchase order and bills payable process.

District administrators are responsible for their respective imprest fund account.

Each center will have the following dollar limits as authorized by this policy:

- 1. Capron Elementary Imprest Fund Account:\$500.00
- 2. Manchester Elementary Imprest Fund Account:\$500.00
- 3. Poplar Grove Elementary Imprest Fund Account:\$500.00
- 4. North Boone High School Imprest Fund Account:\$2,000.00
- 5. North Boone Upper Elementary School Fund Account:\$500.00
- 6. District Unit Office Imprest Fund Account:\$600.00
- 7. North Boone Middle School Imprest Fund Account:\$1,500.00

Each imprest fund account will be set up as a checking account at one of the banks within the District boundaries.

Two signatures are required on each imprest fund account: the responsible administrator and another designated employee.

Procedure for reimbursement:

- 1. An itemized check request listing accounts charged along with all receipts will be submitted to the accounting department for reimbursement through the monthly bills payable for reimbursement of the building imprest fund.
- 2. Each administrative imprest account will be balanced out upon request for reimbursement to insure accountability and good fiscal management of the account.

ADOPTED: April 24, 1990

AMENDED: November 15, 2005