

SECTION 2.05 – IMPREST CHECKING ACCOUNTS

Contact: Accounting @ Extension 4170

A. **Overview**

Imprest checking accounts are district-owned bank accounts operated by schools and departments. These accounts are board authorized with a set dollar amount and have been established for school and department convenience of making small reimbursements to employees for incidental purchases of supplies and/or other items, or to pay for UPS, FedEx and other postal transactions where demand for payment is immediate. This section defines the limitations, as well as processes required for imprest checking account transactions, requesting reimbursement of the account, and preparing monthly imprest account bank reconciliations. The principal or department manager is responsible to ensure the account is operated in accordance with the laws and district policies that govern its use. See also [Section 2.02, Allowable Purchasing Methods Matrix](#) for transactions where use of the imprest checking account is deemed appropriate.

B. **References**

[Section 2.01](#) – Purchasing Guidelines and Laws

[Section 2.02](#) – Allowable Purchasing Methods

[Section 2.03](#) – Electronic Purchase Order Process

[Section 2.04](#) – Procurement Card Use

[Section 2.06](#) – Reimbursement Vouchers

[Board Policy/Procedure 6215/6215P](#) – Disbursements

[Board Policy/Procedure 6020/6020P](#) – System of Funds and Accounts

C. **Guidelines and Restrictions**

- Checks may only be issued for bona fide district expenditures.
- Checks may not be issued payable to cash.
- The imprest account **may not** be used for:
 - 1) Field trips
 - 2) Payments to vendors for services (security officers, consultants, speakers, chaperones, etc.)
 - 3) Payments to employees for services (stipends, custodial work, etc.)
 - 4) Travel expenditures (hotels, airline tickets etc.)
 - 5) Purchases of theft sensitive equipment.
- Individual receipts should not exceed \$25.00. See [Matrix in Section 2.02](#).
- Making larger reimbursements to employees may unduly exhaust the account. Schools and departments should send larger reimbursements (cumulative receipt totals between \$75 to \$200) to the accounting office so individuals will receive direct reimbursement through the accounts payable warrant issue process.
- Original detailed receipts listing individual items purchased are required to support each expense. Individuals may be found personally responsible for

expenditures not supported by detailed receipts. *Please Note:* Charge slips must have adequate detail listing individual items purchased in order to be considered for reimbursement. Otherwise, the charge slip, by itself is not adequate. The corresponding detailed receipt must be submitted.

- Receipts are to be submitted by employees in a timely manner. Once a fiscal year has closed, receipts from the prior fiscal year will no longer be considered eligible for reimbursement.
- Sites are responsible for maintaining a positive balance in the account. If an overdraft occurs, the bank fee will be charged back to the issuing site.
- Deposits other than a warrant issued from the Everett Public Schools accounting office to replenish the account, are not authorized to be handled through the imprest account.

D. Overview of Imprest Checking Account Operation

- Original detailed receipts listing individual items purchased are presented to the school or department for reimbursement.
- The employee seeking reimbursement for said receipts should sign a [Reimbursement Voucher](#) and attach the receipts to the voucher.
- Information required on the [Reimbursement Voucher](#) includes:
 1. Payee name
 2. Payee signature
 3. Address of payee
 4. Brief description of purchase and what it is for
 5. Cumulative dollar total of the receipts for that payee
 6. Budget account code
 7. Budget authority approval signature

Note: When the payee is the same as the budget authority, the reimbursement must be reviewed and signed by the budget authority's supervisor.
- If the receipts attached to the [Reimbursement Voucher](#) are appropriate for reimbursement through the imprest account (see [Matrix in Section 2.02](#)), sites may write a check for the amount of the receipts presented. Otherwise, the [Reimbursement Voucher](#) with receipts attached should be submitted to the accounting office for direct processing through the warrant issue process. ([See Section 2.06](#))
- Periodically, the school or department prepares a [Request for Reimbursement of Imprest Checking Account](#) form and sends it to the accounting office. See directions in Part E of this section.
- Void Checks - Steps for voiding a check are as follows:
 - 1) Mark the check VOID.
 - 2) Cut the signature line out of the check.

- 3) Retain all voided checks, place them in numerical order and account for them on the next [Request for Reimbursement of Imprest Checking Account](#) as well as the next imprest checking account bank reconciliation.

E. Imprest Account Replenishment/Reimbursement Procedures

Periodically, the imprest checking account needs to be replenished so funds are available to make purchases. While frequent (i.e. weekly) requests for reimbursement are encouraged, *requests for reimbursement at least once a month are required, regardless of the level of activity in the account.* Steps for preparing and processing reimbursement requests are as follows:

1. Gather and organize all the completed [Reimbursement Vouchers](#) and supporting receipts that have been generated since the last reimbursement.
2. Use the [Request for Reimbursement of Imprest Checking Account](#) form, to prepare a detailed listing of the transactions to be reimbursed.
3. The [Request for Reimbursement of Imprest Checking Account](#) form must be signed by the custodian of the account (school principal or department manager).
4. Send the signed and completed [Request for Reimbursement of Imprest Checking Account form](#) to the accounting office with the supporting Reimbursement Voucher(s) and detailed receipt(s) attached.
5. The accounting office will process the request and generate a warrant to replenish the account.
6. The warrant will be sent to the school or department along with a deposit slip.
7. Enter the deposit amount into the imprest account check register.
8. Deposit the warrant at the bank and retain the bank deposit receipt on file.

F. Imprest Account Bank Reconciliation Procedures

- The bank statement must be reconciled to the check register balance and to the board authorized “base” account balance each month. Use the [Bank Reconciliation form](#).
- Bank reconciliations should be completed in a timely manner. (Timely means within a few weeks of receipt of the bank statement.)
- Bank reconciliations are to be reviewed and signed by a supervisor.
- Send a copy of the completed reconciliation form and a copy of the bank statement to the accounting office each month.
- **Annual Audit Requirement:** At the end of each school year, send the check book, canceled checks, bank statements, reconciliations, and final requests for reimbursement to the accounting office. The accounts are audited and held for safekeeping until the reopening of school in the fall.
- **Record Retention Requirements:** Bank statements, reconciliations and other associated bank records must be retained for a minimum period of six years.