

ALLENTOWN SCHOOL DISTRICT

SECTION: FINANCES

TITLE: IMPREST PETTY CASH

ADOPTED: 4/25/02

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>5. Definition</p>	<p style="text-align: center;">617. IMPREST PETTY CASH</p> <p>Imprest petty cash funds may be used so long as such funds are subject to adequate controls and safeguards. They may be used for purchases of a sudden and urgent nature or purchases of other sundry items, for which standard purchasing procedures would not be timely.</p> <p>The Board authorizes the establishment of imprest petty cash funds in the schools and various other departments within the district.</p> <p>Each responsible person shall ensure that:</p> <ul style="list-style-type: none"> A. These funds are spent only for designated purposes for which the fund was established; B. Each request for funds is made in writing with any confirming papers attached and is signed by the requestor; C. Funds are not used to circumvent the regular purchasing procedure; and D. These funds are maintained in a secure, locked area within the school or upon school district property. <p>The person responsible for each imprest petty cash fund shall prepare a total of the disbursement slips on a periodic basis and submit such documentation to the Business Manager with a voucher requesting replenishment in a like amount.</p> <p>All imprest petty cash funds will be closed out for audit at the end of the school year.</p> <p>Imprest petty cash funds may not be used to accommodate the cashing of personal checks.</p> <p>Imprest = A specified amount of money advanced by the School District to a person, to carry on some work for the School District.</p>
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