

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY # FM 12</b>
<b>Title: Imprest Cash Account</b>		
<b>Effective Date: July 11, 2002</b> <b>Revisions: Nov 30, 2011</b>	<b>Administering Authority: Chief Fiscal Officer</b>	
<b>Statutory Authority (if Applicable): G.S. 143.1 Executive Budget Act</b>		

**Purpose:** To provide specific guidelines for Imprest Cash.

**Scope:** This policy applies to all Divisions organized under Department of Commerce.

**Policy:**

An imprest cash fund is a cash fund, which is used by Commerce agencies to purchase office supplies, postage or other inexpensive items used in the daily activities of the office. The following statement outlines the uses of the imprest cash fund and the procedures to be followed in establishing a fund, reporting expenditures, obtaining reimbursement, increasing a fund, changing a fund custodian and closing a fund. These procedures are to be followed for all imprest cash funds established by NC Dept. of Commerce.

Purchases of items costing \$50 or less (without sales tax) and not on state contract may be made from established imprest cash funds. In order to reduce processing costs and facilitating the acquisition of small items, an agency may make several purchases from the fund and accumulate the costs as follows:

1. Complete the IMPREST CASH REIMBURSEMENT (ICR) form for each purchase and attach the original receipt.
2. Complete the Cash Disbursement Code Sheet and attach all ICR forms and receipts. The supervisor will approve the Cash Disbursement Code Sheet in order for the custodian to be reimbursed to replenish imprest cash.

**Procedures:**

**Establishing a Fund**

An agency desiring an imprest cash account should submit an **IMPREST CASH ACCOUNT REQUEST** form to the Fiscal Management Office. This form must be signed by the person requesting the imprest cash account and approved by the division/agency director and chief fiscal officer.

If the imprest cash account is authorized by the Chief Fiscal Officer, the custodian must come to the Fiscal Management Office to pick up the check and sign an Imprest Cash Agreement form.

### Increasing a Fund

An agency desiring an imprest cash increase should submit an **IMPREST CASH INCREASE REQUEST** form to the Fiscal Management Office. The request must be accompanied by a memo justifying the need for an increase.

If the imprest cash increase is authorized by the Chief Fiscal Officer, the custodian must come to the Fiscal Management Office to pick up the check and sign the bottom half of the Imprest Cash Increase Request form.

### Change of Custodian

If there is a change of custodian, all new custodians must complete an Imprest Cash Agreement-Change of Custodian form. This form is available from the Fiscal Management Office.

### Reimbursing a Fund

Expenditures from the imprest cash account must comply with restrictions specified in the Imprest Cash Agreement. Reimbursement of the account will be requested by the following guidelines:

1. Complete an IMPREST CASH REIMBURSEMENT REQUEST (ICR) form for each expenditure and attached paid invoice/receipt.
2. Complete a Cash Disbursement Code Sheet and attach all the ICR forms with the paid invoices/receipts.
3. Submit to the division director or his/her designee for approval.
4. The division director or his /her designee will forward to the Fiscal Management office for the payment process.

### Closing a Fund

An imprest cash fund should be closed when it is no longer required. The custodian should bring all outstanding paid invoices/receipts and remaining cash of the account totaling the authorized amount of imprest cash to the Fiscal Management Office. The custodian must provide a memo on departmental letterhead requesting the account to be closed.

### Year-End Closing for Imprest Cash

All imprest cash funds are to be closed out at the conclusion of each fiscal year. The closeout procedures are set forth above. Divisions/agencies will be notified of due dates by the Fiscal Management Office each year-end.

### Forms:

1. Imprest Cash Account Request
2. Imprest Cash Agreement
3. Imprest Cash Reimbursement Form
4. Imprest Cash Increase Request

5. Imprest Cash Agreement – Change of Custodian

These forms may be obtained by the Fiscal Management Office or via the web address:  
<http://www.nccommerce.com/intranet/> under FORMS.

**Instructions for Completion of Forms:**

**Imprest Cash Account Request:**

1. Enter desired amount of imprest cash account.
2. Account number to Fund Request is completed for the custodian (535950).
3. Briefly explain the reason for establishing the account, including types of expenditures to be paid from imprest cash.
4. Enter the name of the individual responsible for controlling the imprest cash account.
5. Enter the name of the division/agency for which the imprest cash account is requested.
6. Enter the appropriate center number.
7. Enter the address of the office requesting the account.
8. Enter the telephone number of the office requesting the account.
9. Enter the requested date for opening imprest cash account.
10. Provide other comments or additional information, which may be important in considering the request to establish an imprest cash account.
11. The requestor must sign and date the form.
12. The division/agency director must sign and date the form.
13. The chief fiscal officer must sign and date the form.

**Imprest Cash Agreement:**

1. Enter the date.
2. Enter the custodian's name.
3. Enter the division/agency for which the imprest cash account is requested.
4. Each custodian must abide by the restrictions in items 1-14.

5. The custodian must sign and date the section “**Statement of Imprest Cash Agreement**” when the custodian picks up the check in the Fiscal Management Office.

Imprest Cash Reimbursement Request (ICR):

1. This form must be completed for each expenditure. Please attach the appropriate paid invoice/receipt.
2. Complete a Cash Disbursement Code Sheet and attach all ICR forms and paid invoices/receipts.
3. Submit to the division director or his/her designee for approval.
4. The division director or his/her designee will forward to the Fiscal Management Office for the reimbursement process.

Imprest Cash Increase Request:

1. Enter the date.
2. Enter current amount of the imprest cash account fund.
3. Enter the amount to be increased.
4. Enter the total amount of the imprest cash fund.
5. Enter the custodian's name.
6. Enter the division/agency's name.
7. The custodian, division/agency director and chief fiscal officer must sign this form.
8. Please attach memo justifying the need for an increase.

Imprest Cash Agreement-Change of Custodian:

1. Enter the date.
2. Enter the current amount of the imprest cash account.
3. Enter the former custodian's name.
4. Enter the new custodian's name.
5. Enter the name of the division/agency.

6. Enter the former custodian's termination date.
7. Division /agency director must approve.
8. New custodian must sign the "**Statement of Imprest Cash Agreement**" that is on page 2.

Please contact the Fiscal Management Office at 919-733-5940, if you need assistance.