



Q. What is an Imprest Fund?

A. An Imprest Fund is an amount of money provided from District funds to the school to be deposited into a checking account which allows the administrator to make direct purchases of items. It is just another option for purchasing materials quickly.

Q. Who is eligible to have an Imprest Fund?

- A. * Principals
* Local District Administrators
* Non-school Location Administrators
* Designated Administrative Officials

Q. How is the fund operated?

1. Account must be enrolled in the Electronic Funds Transfer (EFT) Program.
2. The Imprest Fund should not be comingled with a personal checking account, or any other bank account.
3. No item or purchase with a unit price or total price in excess of \$1,000, including sales tax and delivery, may be purchased through the Imprest Fund. In no case may the cost of the item exceed the amount of the Imprest fund.
4. The fund administrator must ensure that the Imprest Fund bank account balance is monitored and that there is enough balance in the account before a reimbursement check is issued to avoid unnecessary returned checks charges.
5. An original invoice or receipt must be obtained when the purchase is made and the invoice or receipt is stamped "PAID" to prevent the chance for it to be re-used for another reimbursement.
6. Reimbursement claims should be processed when one-third of the Imprest Fund is used.
7. Administrator must ensure that there's sufficient balance in the assigned account to cover the cost of the expense.
8. There must be supporting documentation for every expenditure.
9. Prior to sending the reimbursement claim form to Accounts Payable Branch , the administrator must ensure that the funding line is valid in SAP and the account has sufficient balance to cover the expenditure.
10. For reimbursement claims funded from Title I expenditures and before the claim is sent to Federal and State Education Programs Branch, the administrator must ensure that the SPSA/SPSA Update that specifically describes the purchase and the itemized receipt/invoice for the purchase and/or the Request for Travel and Attendance at Conference, Convention or Meeting (Form 10.12.1) for Conference Registration fees





are required to be attached to the claim form for allowable charges to Title I funds for the reimbursement to be paid.

11. The records must be kept at the site until an audit is performed.
12. The Bank Account and the Imprest Fund Reconciliations must be done every month.
13. At the end of each quarter, the fund administrator or his/her designee must submit copies of both reconciliations as well as a copy of the bank statement to the Fiscal Specialist and a copy to the Accounts Payable Branch.

Q. Is the school receiving additional funds for the Imprest Fund?

A. No, the Imprest Fund does not mean the school is getting additional funds. It is like a loan to the administrator and as the money is used, he/she has to indicate what fund and program is going to be charged to replenish the Imprest Fund.

Q. What is the eligibility for basic District provided amounts?

A. A basic amount is provided from District funds. The amounts are based on student enrollment, and whether or not a school or children’s center has specially funded programs. Or, if a principal has two or more schools he/she will receive the same amount as a specially funded school. For more information, please refer to REF-1706.4 dated September 15, 2015.

Q. How does an administrator request to establish an Imprest Fund?

A. The administrator should complete and sign a “Imprest Fund Request Form” (Attachment A) and it can be found on REF-1706.4. The original form must be submitted to:

Attn: Head Accountant
Accounts Payable Branch
333 S. Beaudry Avenue, 27th Floor
Los Angeles, CA 90017

Q. Is the administrator allowed to request an increase on the Imprest Fund?

A. Yes, he/she may increase the amount of Imprest Fund above the basic amount by transferring the allowable additional amount from accounts such as 13027 – General Fund School Program, 12544 – IMA Spec Educ., 14173 – Cont. Schs. Supplies, or 10025 – GF Admin to an account Designated by Budget Services Branch for this purpose.

Q. What is the maximum amount that a school may increase their Imprest Fund by (above the basic amount)?

A. Schools may increase their Imprest Fund up to a maximum of \$5,000. For more information on how much offices are allowed to increase their Imprest Fund, please refer to REF-1706.4.





Q. What form does the administrator need to submit to request an increase in their Imprest Fund?

A. In order to request an increase in their Imprest Fund, the administrators must complete and sign an "Imprest Fund Request" form (attachment A) with the budget transfer document number indicated on the form to Accounts Payable Branch to initiate processing of the requested increase. For more information, please refer to REF-1706.4.

Q. What expenditures are allowed under the Imprest Account?

A. For a list of Authorized and Prohibited expenditures please refer to REF-1706.4.

Q. What documentation do I need to submit with my claim form when I am requesting reimbursement for conference attendance registration?

A. A copy of the Travel & Conference form (10.12.1) for conference registration fees approved by the administrator.

Q. What documentation do I need to submit with my claim form when I am requesting reimbursement for field trip admission and contract bus services?

A. You need to submit a copy of the Field Trip Approval Form (34-EH-57) approved by the principal.

Q. How long do I have to keep the documentation for Imprest?

A. You must keep the documentation for Imprest until your school is audited.

Q. Do I have to close the Imprest Account every year at the end of the fiscal year?

A. No, the account is closed only when the administrator responsible for the account is leaving the location.

Q. When the administrator leaves the location and the imprest account under his/her name is closed, do I have to close the account with Bank of America?

A. No, the account at Bank of America remains open until the next administrator requests his/her Imprest Account.

Q. Why do all receipts have to be stamped "PAID" after the reimbursement check is issued?

A. To prevent the chance for it to be re-used for another reimbursement.

Q. Is it ok to accept copies of receipts or invoices with the request for reimbursement form?

A. No, you must always request original receipts or invoices.

