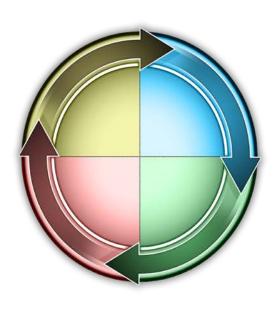# IMPREST ACCOUNT CYCLE

Accounts Payable issues check to Administrator

Submit Claim with any required attachments to Accounts Payable

Deposit Money in Checking Account

Complete Claim for Reimbursement form (paper or on-line)

Complete Check Voucher Disbursement form (Must include admin. signature and funding source)

Write check for pre-approved purchase or reimbursement Receipt must be stamped "PAID"