



Los Angeles Unified School District
Accounting and Disbursements Division
Accounts Payable Branch

IMPREST FUND CLAIM

Section A

Date: _____ **Date of when claim is created**

Claim No.: _____ **Sequential numbering that is comprised of Fiscal Year (2 digits)- Cost Center (7 digits)-Claim Count (3 digits). Ex: 16-1321001-001**

Vendor Name: _____ **Name of school or office**

Vendor Account No.: _____ **A 10-digit SAP number identifying the Imprest Vendor.**

Prepared by: _____ **Name and Title of person responsible for preparing claim form**

Phone: _____ **Phone number of person responsible for**

Email: _____ **Email address of person responsible for preparing claim form**

Final Claim: Yes No

Section B

Date Received	Description	Check No	GL Account *	Amount	Fund	Functional Area	Cost Center No.
<small>Date of when a purchase is made or received</small>	<small>Provide specific detail about purchased items, including quantity and unit price, if applicable. Sample item description: "10 library books @ \$10 each" "Bus services from America Bus Co. for student field trip"</small>	<small>Indicate the check number per item claimed</small>	<small>A 6-digit SAP number identifying an account in general ledger (e.g. 430001). GL Account is also known as Commitment Item.</small>	<small>Total amount of item (quantity x unit price), including applicable sales tax, shipping and handling charges</small>	<small>A set of number representing fiscal/accounting object that includes Fund and Resource (e.g. 010-0000). Fund 001 and 003 in IFS is equivalent to 010 in SAP</small>	<small>A set of number representing financial transactions according to functions that includes Goal-Function-Program (e.g. 1110-1000-13027)</small>	<small>A 7-digit number identifying a school/office. (e.g. 1826401 for Nightingale MS)</small>
Total:							

I certify that 1) the above statement is correct and that all materials listed thereon have been received; 2) there is no profit of any kind for me in this claim and that is in accordance with Section 60071 of California Education Code; and 3) charges to donation are within the donor's stipulated allowable use.

Administrator must sign in blue ink

Signature of Administrator

Print Name of Administrator

Date

Commonly Used GL Accounts *

410010 Textbooks - General Purpose	430004 Reprographic Services
420010 Other Books - General Purpose	520002 Travel/Conference Attendance
420040 Other Books - Elementary	530001 Dues and Membership
430010 Instr Material-General Purpose	560011 Rental Of Equipment
440001 Non-Capitalized Equip-All Other	560005 Repair Of Equipment
430001 General Supplies	560006 Maintenance Of Equipment
430002 Advisory Committee Expenses	580012 Contract Bus Services
430003 Maintenance/Operations-Supplies	590001 Tel, Pager, Postage Fees

* - GL Account is also known as Commitment Item