

## Imprest FAQ's

1. [Now that the claim form is online do we need to send the paper copy to accounts payable?](#)
  - a. No the paper copy is just for your own records. It is helpful when you cannot retrieve the claim form online.
  
2. [How do we create the claim #?](#)
  - a. The claim number is the school year-location code-claim # that you have assigned to the claim. For example your very first claim for school year 20-21 it will be 21-123456-001
  
3. [Where can I get a sample of the check voucher?](#)
  - a. You may obtain a copy the check voucher for disbursement in our topic pages under imprest account
  
4. [How can the SAA's receive an email regarding a claim payment advice?](#)
  - a. You may email accounts payable to receive a copy of the payment advice once you have the approval of your Administrator/Principal
  
5. [Do we need to send attachments for the claim forms?](#)
  - a. Yes you do for specific purchases such as: Field Trips, Conference Attendance Fees, Donation account or when using funds for Title 1.
  
6. [Do we need to scan the voucher and send it to accounts payable?](#)
  - a. The voucher for disbursement stays in the schools imprest files.
  
7. [When using my donation account do I need to attach the donation form?](#)
  - a. When using the donation account you will need to attach a copy of the donation request form when sending the claims to accounts payable.

8. How do I correct a claim that was submitted and reimbursed 10 cents short?
  - a. When you submit a claim you will enter the 10 cents and on the D/C column, instead of “debit” click the drop down arrow and select “credit”.
  
9. What about a check that we issued and has not been cashed/cleared for over a year, how long do we carry it over?
  - a. We should not carry it over for more than 6 months
  
10. How do you clear a stale check that has not cleared for over 6 months?
  - a. Call the bank and request a stop payment. Note: the bank will charge a fee per check
  
11. What happens if the person you made the check to loses the check and that is why it has not been cashed?
  - a. We need to put a stop payment in the bank and you may re-issue another one.
  
12. How do you create a stop payment?
  - a. Contact Bank of America
  
13. What if the check was canceled because the bank could not read the account information?
  - a. Another check can be issued to the staff member and remind them that the check needs to be deposited as soon as possible so it will not happen again.
  
14. What about if the stop payment is more expensive than the check itself do we still need to do it? Last time I called it was \$60 for the stop payments.
  - a. Sometimes that happens, but you should still put the stop payment, because they bank has cashed checks older than 6 months. Therefore, we need to remind the person you gave the check to please deposit as soon as possible
  
15. If we need to place a stop payment for a lost check how would we process that in the reports?
  - a. Accounts Payable will deduct the amount from your default budget. So you can notate the deduction on your budget control sheets.

16. With Imprest, do I receive an opening entry or just continue with the last balance in June?
  - a. You will not receive an opening entry for Imprest, you will continue with your last balance from the June report and the balance on your checkbook that should be the same of the June report.
  
17. Do we send copies or originals of our imprest report to the Fiscal Specialist?
  - a. You may scan/school mail a copy of the bank statement with original C & B attachments.
  
18. When my checkbook is full do I file it with last year's claims?
  - a. You may file your check stubs with last year's reports, but make a notation on the current checkbook where those check stubs have been filed in case you are audited.
  
19. When are the imprest reports due?
  - a. 10/16/2020; 1/15/2021, 4/16/2020, and 6/18/2021
  
20. Who signs the check if we need to reimburse the Administrator?
  - a. If there's only one signature with the bank, then the Administrator signs for the checks.
  
21. After 7 years do we destroy the records? And do we need Admin approval in writing to destroy the records?
  - a. According to REF- 071300.0 Records Retention for School Sites, records may be destroyed after 7 years with Administrators approval.
  
22. Do I submit reports before submitting the claim form online?
  - a. You may submit your reports before submitting the online claim form.
  
23. Who can we contact if we are not sure if we can pay for something from the Imprest?
  - a. You may contact your Fiscal Specialist or Accounts Payable.

24. Is there a report that I can run to get a list of all claim submitted?
- Yes on SAP, please contact accounts payable
25. If vendor accepts PO do not use imprest?
- According to Reference Guide 1706.4 Imprest should be used only when a vendor does not accept p-card or purchase order.
26. What is an example of deposits in checkbook, not in bank statement?
- When deposits have been taken to the bank but did not make it for the cutoff time for the bank statement
27. If we make a mistake on a check, can we cancel it and write a new one?
- Yes. Write **VOID** on the check, cut the signature portion of the check and staple to the check stub on the checkbook.
28. When do we fill out the claim form?
- To ensure continuous Imprest Fund Cash availability, claims should be submitted when you have 50.00 dollars or more in receipts or when no more of one-third of the Imprest Fund is used.
29. Once we give a check how long do we wait to do a claim?
- You may do a claim as soon as you have 50.00 dls or more in expenses.
30. Can I use the same check voucher for disbursement for multiple receipts?
- Yes, but you need to be careful if the multiple receipts are coming out from different accounts. You need to be able to explain each purchase in your check voucher for disbursement.
31. Do we need to use the red rope folder for filing? Or can we use binders?
- For best practice it is best to use the red rope folder. It's easy to locate and pull in case you get audited.
32. Do I need to reconcile each moth even though there's no activity?
- Yes, you need to reconcile every month even though there's no activity

33. Is it redundant to complete the old claim request in order to complete out the claim form online?

- a. The old claim form may be used as a reference to write the transaction number as well as the claim number in case you are not be able to print the claim form online

34. If we have a financial manager is he/she is the one that is supposed to do this? Or is this a shared responsibility with SAA?

- a. It is up to the Administrator to designate who will be working with the Imprest Account.

35. How do I know my starting balance?

- a. Your starting balance is the ending balance on your check register. That's why it is very important to always bring down your balances and keep up with your posting.

36. Can I claim even if it's just one check to claim

- a. You may claim as long as you have \$50 or more.

37. Can we reimbursed a Teacher who sent the receipt via email?

- a. Under normal circumstances, the original receipt must be requested, but under the current circumstances and Working virtually, it is ok to accept receipts via email.

38. If a vendor requires a check before providing services is that possible?

- a. It is not advised, but if you need the services, you will need a pre-printed receipt.

39. If the Teacher used gift card to pay for the purchases can we accept those receipts?

- a. Please contact accounts payable before accepting receipts with gift cards. The Imprest Account should only be used when a vendor does not accept p-card or purchase order.

40. Does the Principal have to sign the bank statements? When I was audited the auditor suggested it?

- a. It is not stated in the reference guide 1706.4 but it is a good practice

41. What if the Administrator does not approve you shredding anything over 7 years?

- a. Then you don't. Administrators have the last word.

42. Is there a list of items that would require attachments?

- a. Field trip expenses – Request for Approval of School Organized Field Trip Form
- b. Conference Attendance Registration – Form 10.12.1
- c. Any authorized Title I Expenditures