

Van Nuys Middle School

REQUEST FOR CHECK - IMPREST FUND

IMPREST FUNDS -- The Imprest Fund permits a direct purchase of items not readily available from normal District sources, or items for which the need was not anticipated. The fund does not represent additional budgetary monies. All purchases are deducted from the respective departmental/team/program account.

POLICY

1. Use this form for all Imprest Fund requests.
2. Purchases may not exceed \$ 50.00.
3. **PRIOR APPROVAL BY THE DEPARTMENT CHAIRPERSON AND THE ADMINISTRATOR OF THE FUND IS MANDATORY. NO PAYMENTS WILL BE MADE IF PRIOR APPROVAL IS NOT OBTAINED.**

PROCEDURE

- 1 Complete this form. Include tax in the amount.
- 2 Obtain the signature of the Department Chair/Team Leader/Coordinator.
- 3 Submit this form to the Assistant Principal.
- 4 Return this form, with the receipt for the purchase attached, to the Assistant Principal.
- 5 The Assistant Principal will process the request for reimbursement.

APPLICATION

Issue Check To: Name _____

Address: _____

For Office Only

Charge to Program No. _____ Fund No. _____ Object Code _____

| <u>Quantity</u> | <u>Description</u> | <u>Unit Price</u> | <u>Amount</u> |
|-----------------|--------------------|-------------------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Subtotal _____
 Tax _____
 Shipping _____
 Total _____

| |
|--|
| Requested by: _____ |
| Approved by: _____ Department Chair/Team Leader/Coordinator |
| Approved by: _____ Assistant Principal |
| Date: ____/____/____ |