

North Carolina State University
Imprest Cash Agreement

Date: _____

Authorized Amount of Imprest Cash: _____

Old Custodian: _____

New Custodian: _____

School/Department/Administrative Unit: _____

Termination Date: _____

Frequency for submitting Imprest Cash Account (Form BA-098): _____

Approved by: _____ Title: _____
(Dean, Director, Dept. Head, etc.)

Approved by: _____ Title: _____
(University Accounting Officer)

Imprest Cash Account Restrictions

1. All expenditures from imprest cash funds must meet requirements or restrictions of the account and must be made for the stated purpose of the account.
2. No personal funds or other funds are to be mixed with imprest cash.
3. No personal IOUs are to go into the imprest cash account.
4. The Internal Auditors of NCSU and the State Auditors of NC will have access to the account for audit purposes.
5. Imprest Cash Account Report (NCSU Form BA-098) must be filed with the General Accounting Section of the University Accounting Office as required above.
6. At all times, cash on hand plus receipts must equal the total authorized amount.
7. All expenditures are to be substantiated by paid invoices or receipts.
8. Reimbursement of the imprest cash account will be requested using a completed Voucher through the PeopleSoft System. Paid invoices and receipts must be stamped with the SP number and must be sent to the General Accounting Section of the University Accounting Office. The total amount of the reimbursement request must be properly documented.

Statement of Imprest Cash Agreement

I, _____ acknowledge receipt of NCSU check # _____ in the amount of \$ _____ to be used for the establishment of an Imprest cash fund under my custodianship. I agree to adhere to the NCSU imprest cash account procedures and restrictions. Upon the event of my termination of employment with NCSU, transfer to another University department, or the stated termination date of the account, I agree to make a final settlement of my account with University Accounting Office.

Signed: _____
(Custodian of Imprest Account)

Date: _____