

Policy #: 742
Title: IMPREST FUND
Date of Initial Approval: 11-27-2007
Revision/Re-authorization Dates: 01-25-2011; 03-07-2013; 01-23-2014; 08-23-2018
Reviewers: MSA Financial Services Director; MSA Finance Committee

I. POLICY

The Imprest Fund will be established and maintained as authorized by Minnesota Statutes, section 15.191 and is subject to Minnesota Management and Budget (MMB) and MMB policy 0606-01.1; 0606-01.2, and 0606-01.3

The Imprest Fund shall be established at a level not to exceed \$2,500.00 for the Minnesota Academy for the Deaf and \$1,600.00 for the Minnesota Academy for the Blind.

The Imprest Fund shall only be used to satisfy obligations when one of the following criteria is met:

- A. The item or services purchased is an authorized and appropriate use of state money,
OR
The program has the authority to purchase the item or service through authority for local purchase (ALP) or existing state contracts or agreements.
- B. When the vendor/supplier will not accept a Minnesota Department Purchase Order or Purchasing Card.
- C. When an emergency situation exists and payment is required by the vendor/supplier before or at the time of the transaction.
- D. Employee meals, activity costs (movie tickets, etc.) when accompanying an individual on required events. This is only allowed when employee cannot be reimbursed through petty cash (Refer to MSA Policy #743). Employee meals are not to exceed contract amounts.
- E. The amount per check is limited to an amount that shall not cause and overdraft.
- F. In the event that employees require an advance payment for a required event, they will be required to do the following:
 - a. The MSA Field Trip Form will be completed and approved by the appropriate parties.
 - b. There will be a breakdown of the required advance.
 - c. Receipts will be turned into the Business Office within 1 business day of the end of the scheduled event with the remaining dollars re-deposited.

The Imprest Fund shall not be used for the following purchases:

- 1. Gasoline
- 2. Services requiring an IRS form 1099
- 3. Alcohol or Tobacco Products
- 4. Fixed Assets
- 5. Explosives or Weapons

6. Employee expense accounts which should be paid through payroll
7. Monthly disbursements which should be paid through Accounts Payable

Checks written from the Imprest Fund will require an authorized signature. Checks must not be signed in advance, before specific expenditures are approved. Unused blank checks must be stored in a secured area, with access limited to an authorized signer.

Bank signature cards must be updated immediately upon termination of an employee who is an authorized signer of an MSA Imprest cash account.

II. DEFINITIONS

Support: The resources and individual strategies necessary to promote the development, education, interests, and personal well-being of individuals choosing the Minnesota State Academies.

III. PROCEDURE

MSA shall designate up to three persons to be an authorized signer for the Imprest Fund. MSA's Business Office shall be held responsible for the accountability of the expenditures for their purchaser.

The appropriate staff or authorized signer shall:

1. Fill in the check with the date, payee and the exact amount of the purchase.
2. Document a brief description of transaction on memo line.
3. Record information on the check register.
4. Obtain an invoice or receipt from the vendor/payee.
5. Record the check number on the receipt.
6. Submit a receipt/invoice support for each expenditure that is made for the fund.

IV. RECEIVING PROCEDURES

Another employee, not involved in the purchase, shall verify acceptance of the goods by: signing the vendor's invoice with their name and date of receipt to document their acceptance and verification of the goods or services.

The receipt/invoices shall be filed and secured until submitted for reimbursement of the Imprest Fund, as these are the source documents vital for Imprest Fund reimbursement and state accounting.

The Imprest Fund Accounting System should be updated with the final transaction information.