

**REQUEST TO OPEN/INCREASE AN IMPREST ACCOUNT**

**TO BE COMPLETED BY THE REQUESTING DEPARTMENT**

Department Number 840	Department Name Harris County Juvenile Probation	Source of Funding (Account Coding and Description) 84051113 POST-ADJ FAC - YOUTH VILLAGE
Requested Opening Balance or Amount of Increase 500.00		Statutory Reference or Legal Authority for Account LGC §130.902(a); LGC §130.909
Telephone Number 713-222-4801	Officer/Department Head Name Henry Gonzales	Check one <input type="checkbox"/> New <input checked="" type="checkbox"/> Increase If requesting an <b>increase</b> , indicate the current authorized amount of your petty cash or other imprest account prior to this increase: <u>500.00</u>
Telephone Number 713-222-4722	Custodian Name Juliana Cardenas	Will this money be in a separate bank account (for new) or added to an existing separate bank account (for increase)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes and known, indicate the bank account name below: _____

Justification for Opening the Imprest Account or Increasing the Existing Imprest Account Balance  
 HCJPD would like to increase the petty cash account at the Harris County Youth Village from \$500 to \$1000. The current funding is exhausted quickly and we have periods of time where we are unable to fund behavioral incentives, cultural enrichment activities, and community outreach events for the youth housed at the facility.

Purpose  
 HCJPD will use these funds for behavioral incentives that are part of youths behavioral plan, cultural enrichment activities at the facility, and community outreach events where we can connect youth back to community supports and prepare for transition back home.

Requested By \_\_\_\_\_ 11/21/2022  
 Officer/Department Head Signature \_\_\_\_\_ Date

**TO BE COMPLETED BY THE AUDITOR'S OFFICE**

Amount appears reasonable based upon established guidelines.  Yes     No    If no, explain below.

Reviewed by: Cassie Johnson 12/19/2022  
 Compliance Audit \_\_\_\_\_ Date

Account Coding Approved by: Brandy Shaw 12/20/2022  
 Financial Accounting (non-bank accounts) or Revenue Accounting (bank accounts) \_\_\_\_\_ Date

Approved by: Robert Garcia 12/20/2022  
 County Auditor or Designee \_\_\_\_\_ Date

Sent to Commissioners Court on \_\_\_\_\_  
 Date

**TO BE COMPLETED BY COMMISSIONERS COURT**

Approved By \_\_\_\_\_  
 County Judge's Signature \_\_\_\_\_ Date