

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) 84004111 CHARTER SCHOOL - DETENTION
Requested Opening Balance or Amount of Increase 750.00		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 checked="" type="checkbox"/> New <input type="checkbox"/> Increase If requesting an increase , indicate the current authorized amount of your petty cash or other imprest account prior to this increase: _____
Telephone Number 713-222-4352	Custodian Name Cheryl Lambert	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: _____

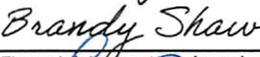
Justification for Opening the Imprest Account or Increasing the Existing Imprest Account Balance
To allow Principal to purchase item's for school celebrations.

Purpose
New petty cash box for Excel Academy Juvenile Detention Center Campus.

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:  12/19/2022
Compliance Auditor Date
Account Coding Approved by:  12/20/2022
Financial Accounting (non-bank accounts) or Revenue Accounting (bank accounts) Date
Approved by:  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