

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) 84004114 CHARTER SCHOOL - LEADERSHIP
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 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 281-682-4303	Custodian Name Jo Kirksey	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 Harris County Leadership Academy Campus.

Requested By



Officer/Department Head Signature

11/21/2022

Date

TO BE COMPLETED BY THE AUDITOR'S OFFICE

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

Reviewed by:



Compliance Audit

12/19/2022

Date

Account Coding Approved by:



Financial Accounting (non-bank accounts) or Revenue Accounting (bank accounts)

12/20/2022

Date

Approved by:



County Auditor or Designee

12/20/2022

Date

Sent to Commissioners Court on

Date

TO BE COMPLETED BY COMMISSIONERS COURT

Approved By

County Judge's Signature

Date