

REQUEST TO DECREASE/CLOSE AN IMPREST ACCOUNT

TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Department Number 101	Department Name Harris County Commissioner Pct 1	Source of Funding (GLBU, FUND, DEPT, ACCT) Petty Cash
Check one <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> Close		Statutory Reference or Legal Authority for Account LGC §130.909(a)
Current Authorized Account Name Road & Bridge	Is this money in a bank account? <input type="checkbox"/> Yes, Bank Account Name and Number: _____ <input checked="" type="checkbox"/> No	
Current Authorized Balance \$250.00	Requested Amount of Decrease \$250.00	Proposed New Balance \$0.00
Officer/Department Head Name Cynthia Rushing- Finance Director	Telephone Number 346-286-1859	Current Authorized Custodian Name Connettra Rowe
Telephone Number		
Reason for Decreasing or Closing the Petty Cash or Other Imprest Account Road and Bridge petty cash has no support for its origination.		

RECONCILIATION (If closing the account, all reimbursement requests must be submitted and completed/replenished to the account before processing this request.)

Total to be Accounted for (current account authorized amount before this decrease or closure): \$ 250.00

Reimbursement Requests in Transit (submitted and waiting for check): _____

Unreimbursed Receipts (reimbursement not yet requested): _____

Cash on Hand and/or in Bank: \$ 250.00

Total Accounted for: \$ 250.00

Over/(Short)*: \$ 0.00

*Overages will be recorded by the Treasurer's Office to the designated Fund, Department Number, and Account 485024-REIMB PETTY CASH. Shortages are to be replenished or indemnification requested in accordance with Accounting Procedure C.3, *Indemnification of Public Officials-Lost or Stolen Cash*.

Requested By

Officer/Department Head Signature

Cynthia Rushing

11/03/2021

Date

TO BE COMPLETED BY THE AUDITOR'S OFFICE

The proposed reduced amount or closure appears reasonable based upon established guidelines and/or the reason provided by the requesting department.
☒ Yes ☐ No If no, explain below.

This Petty Cash Fund is not currently being used. The request to close it appears reasonable. John Steen, Compliance Audit Director.

Reviewed by:	John Steen Compliance Audit	Digitally signed by John Steen Date: 2021.11.09 07:13:43 -06'00'	Date
Account Coding Approved by:	Brandy Shaw **Financial Accounting or Revenue Accounting and Financial Controls	Digitally signed by Brandy Shaw Date: 2021.11.09 10:43:47 -06'00'	Date
Approved by:	<i>Michael R. T.</i> County Auditor or Designee		11/9/2021 Date

Sent to Commissioners Court on: _____
Date

**Financial Accounting for non-bank accounts, and Revenue Accounting and Financial Controls for bank accounts.

TO BE COMPLETED BY COMMISSIONERS COURT

Approved By:

County Judge's Signature

Date