


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) 84051000- PRE-ADJUDICATION FACILITIES
Requested Opening Balance or Amount of Increase 1000.00		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 713-222-4109	Custodian Name Malinda Wade	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 establish a petty cash account at the Harris County Detention Center in the amount of \$1000. The current have petty cash funding in the two post-adjudicated facilities, but not in the Detention Center. Funding in the detention center allows the department to implement our behavioral systems earlier in a youth's stay, which allows for a longer period of time to reinforce changes.

Purpose
 HCJPD will use these funds for behavioral incentives that are part of youths behavioral plan, cultural enrichment activities at the facility, and preparing youth to transition to post-adjudicated treatment facilities.

Requested By _____

 Officer/Department Head Signature _____ Date 11/21/2022

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 12/22/2022
 Financial Accounting (non-bank accounts) or Revenue Accounting (bank accounts) Date

Approved by: Derek Garcia 12/22/2022
 County Auditor or Designee Date

Sent to Commissioners Court on _____
 Date

TO BE COMPLETED BY COMMISSIONERS COURT

Approved By _____
 County Judge's Signature Date