

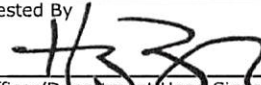
### REQUEST TO OPEN/INCREASE AN IMPREST ACCOUNT

#### 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 <b>increase</b> , 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: _____


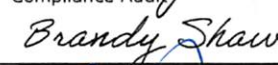

Justification for Opening the Imprest Account or Increasing the Existing Imprest Account Balance  
To allow Principal to purchase item's for school celebrations.

Purpose  
New petty cash box for Excel Academy Harris County Leadership Academy Campus.

Requested By  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