

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) 84004113 CHARTER SCHOOL - YOUTH VILLAGE
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 713-222-4787	Custodian Name Patricia Riley	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 Youth Village campus.

Requested By



11/21/2022
Date

Officer/Department Head Signature

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
Compliance Audit

12/19/2022
Date

Account Coding Approved by: Brandy Shaw
Financial Accounting (non-bank accounts) or Revenue Accounting (bank accounts)

12/20/2022
Date

Approved by: [Signature]
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