



**Eastern Michigan University
Imprest Cash Fund**

		Charge to:	
Date Issued	Fund/Org	Account Code	Amount
Department/Office Name		Name of Custodian	
Purpose of Funds: <input type="checkbox"/> Petty Cash <input type="checkbox"/> Change			
Approved by Dept, Dean or V.P.		Signature of Custodian	Date
Approved by Budget	Date	Check No.	Account Date

REGULATIONS

1. A Petty Cash or change Fund must not be used for any purpose other than for which it is authorized.
2. Funds are for University Business only and must not be loaned, used for personal business, for cashing checks, reimbursement for meals or travel, nor for payment of personal services.
3. Maintain petty cash fund at its authorized amount at all times, either in cash or receipts.
4. Change funds must be maintained at its authorized amount at all times, in cash.
5. Funds are subject to unauthorized audit at any time.
6. The custodian is personally liable for the imprest cash fund.
7. All thefts must be IMMEDIATELY reported to the University Police Department (487-1222) AND the Cashiers Office
8. When closing an Imprest Cash Fund, at the Cashiers Office deposit the money back into the Fund and Org with the account code A019 and inform the Fund Accountant in Hover.
9. When Opening an Imprest Cash Fund it must be approved by the Controller's Office in Welch.