



DIRECT PURCHASE & REVOLVING FUND REIMBURSEMENT REQUISITION

INSTRUCTIONS:

The Board of Trustees authorizes establishing a Revolving Cash imprest fund of twenty-five thousand dollars (\$25,000) to expedite the purchases of services and/or materials and to accommodate corrections in Payroll. The Chief Director of Business Services is responsible for the maintenance of these funds.

In a true emergency, Revolving cash funds are available. This will only be used if something is needed immediately and the vendor does not accept purchase orders. The maximum revolving cash disbursement is \$50.00. Revolving cash payments over \$50.00 must be approved by the Accounting Manager and Chief Director of Business Services before processing.

Expenditures made without Fiscal Services approval risk denial. Revolving Cash reimbursements are submitted to Accounting using the "Direct Purchase and Revolving Fund Reimbursement" form. Original receipts must accompany forms signed by Requestor and Manager or Administrator.

Accounting Manager and Chief Director of Business Services approve reimbursement or purchase. An Accountant will validate the accounting string used for reimbursements. Accounts Payable Supervisor prepares check and Administrative Assistant to the VP of Business Administration will positive pay transaction.

If a unique situation arises that requires special handling, contact the Accounting Manager or Chief Director of Business Services.

Requestor Information		
Name	Dept.	Date
Account #		
Requestor's Signature		
		Date
Mgr./Administrator	Signature	Date
Vendor/Employee Information		
Vendor/Employee Name		Vendor #
Address		City, State, Zip
Quantity	Description of Goods/Services	Amount
Fiscal Services Use Only		
Requisition #	Fund Approved	Date