Purpose

The purpose of this operating procedure is to establish procedures for the College of Arts & Sciences Integrated Business Units (IBUs) regarding the close out of Imprest accounts in accordance with BPM E-2-1.

Definitions

- **Waggle**: College of Arts & Sciences’ internal ordering system; web-based and is located on A&S IBU website found [here](#). Arts and Sciences staff only have access to this system and require employee’s linkblue ID and password to access. Each request creates a “story” that the end user is associated with and will receive emails as the story is updated by the IBU, Department Managers, or other A&S staff.
- **Custodian**: A full-time University employee responsible for an Imprest fund’s safekeeping and proper usage (typically a staff/faculty member or principal investigator).
- **Imprest Fund**: an advance from the University to an individual custodian to provide change or make payments of relatively small amounts for authorized purchases of supplies, non-personnel services and research subjects.
- **IBU**: Integrated Business Unit, owner of all financial functions.
- **Resource Email**: Emails for each IBU (scienceibu@uky.edu potfinance@uky.edu kasfinance@uky.edu aspayroll@uky.edu ASGrants@uky.edu)

Policy

**Custodian Responsibility:**

The Custodian is responsible to close the Imprest fund when the original authorization period expires, the need for the fund no longer exists, or he/she leaves the University. It is the responsibility of the custodian to balance and replenish the fund to its original amount, providing cash or check to the IBU to process.

**IBU Responsibility:**

The IBU Financial Personnel will work with the Custodian to ensure that the account is replenished in accordance with Reimbursing Imprest Account Expenses. Once the account is fully replenished, the custodian must submit cash or check to the IBU to close the account.

The IBU Financial Personnel will complete a cash/check transmittal (see Check & Cash Transmittal) to credit the following:

1. GL – 139000;
2. Fund – 0021700800; and
3. Notate on the transmittal the custodian’s name and original DAV(s) or PRD(s) that issued the fund.
Resources:

E-2-1 Treasury Operations Manual *(see Section III for Imprest Funds)*