

**STATEMENT OF JUSTIFICATION
FOR IMPREST BANK ACCOUNT**

New Imprest bank account—Bank of America

Increase Complete the following for an increase in imprest bank advance

Bank of America account no. _____

FRS account no. _____ Initial advance \$ _____

Bank balance \$ _____ as of _____

Suggested amount of increase \$ _____

Frequency of replenishment _____

Justification for increase _____

Complete items 1–6 for a new bank account or an increase.

1. Purpose of bank account _____

2. Estimate of two months' requirements for the bank account \$ _____

3. Physical safeguards for checks _____

4. Name of individual who will be responsible for the bank account _____

The initial check and replenishment checks will be drawn to _____

5. Provide account numbers to be used in replenishing the bank account _____

6. I have read and fully understand the policies and procedures of imprest bank accounts included in ACT Policy 29, Procedure 5, and Appendices 12 and 15 of the University Business Manual.

Principal Investigator's Signature Date

Sponsored Research Official Date

APPROVAL SIGNATURES:

Chairperson or Dean of School Date

University Controller Date