

TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Fiscal Affairs

NUMBER: 03.07.06

AREA: General Accounting

SUBJECT: Emergency and Exception Manual Checks
from Imprest Account

I. PURPOSE AND SCOPE

Texas Southern University is authorized by the Board of Regents to maintain a separate bank account ("imprest account") to provide emergency and exception manual check-writing capabilities for payments that would normally be paid through the Accounts Payable check-writing system. This document defines the use and limits of this account and applies to all university expenditures from all funds.

II. POLICY STATEMENT

Manual checks from the imprest account may be written for emergency and exception purposes only. These payments are subject to approval by the Chief Financial Officer or designee. In no case will a check be issued without a State of Texas Purchase Voucher on which the emergency or exception purpose is adequately documented.

III. DEFINITIONS

- A. Imprest account: A bank account used to make funds available for emergency or exception purposes. The balance of the account is replenished from other university accounts and charged to the account for which the purchase voucher is written.

IV. PROCEDURE

Individuals or departments requiring funds for limited purposes on an emergency or exception basis may request an imprest check through the Treasurer in accordance with this policy. To be considered, the request must be accompanied by a purchase voucher. All appropriate information on the purchase voucher must be completed in accordance with university procedures. Indicate the amount of the emergency or exception manual check requested and the appropriate local account number. The emergency or exception purpose of the request must be sufficiently documented in the section "Description of Articles or Services." The purchase voucher must be approved by the college/division administrator, or if an emergency or exception student refund is involved, by the Bursar.

Any relevant additional request form or documentation must be attached to a purchase voucher; i.e. a travel advance request form, etc.

- A. A properly approved purchase voucher is provided to the Treasurer along with a cover memorandum explaining, with sufficient detail, the emergency or exception justification for the request and the time frame required.
- B. The Treasurer will evaluate the request and the purchase voucher for compliance with this policy and procedure. The request will be returned to the department submitting the request if the terms of the policy and procedure are not met. If the request appears to be justified and the documents are in proper order, the Treasurer will approve the request.
- C. The cover memo and the purchase voucher will be forwarded immediately to the office of the Chief Financial Officer.
- D. The Chief Financial Officer or designee will indicate approval by signing the memo and returning it to the Treasurer, who will make arrangements to have the check prepared.
- E. The Treasurer will sign all purchase vouchers for reimbursement of the imprest account, if the request is approved by the Chief Financial Officer or designee. Upon approval, the purchase voucher and request for reimbursement of the imprest account will be processed.
- F. A minimum of twenty-four (24) hours must be allowed for processing of the request and preparation of the check once received by the Treasurer.
- G. At least one (1) hour prior to being released, the Treasurer's office will transmit to the bank positive pay information.
- H. Imprest checks may not be provided to cover expenditures from state general fund accounts.
- I. Imprest checks may not be provided for the following purposes:
 - 1. Reimbursements for entertainment or travel
 - 2. Payments to vendors which require university purchase orders
 - 3. Student financial aid awards
 - 4. Salary/wages of employees. On an emergency or exception basis only, manual checks may be authorized by the Treasurer's Office for payroll or accounts payable items. Manual payroll checks will be written only to replace damaged, lost, or stale dated payroll checks, or in emergency situations, after net pay has been determined by the payroll system.

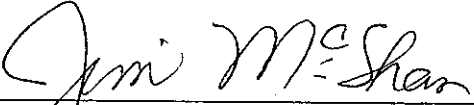
J. The Chief Financial Officer, or designee, must approve the request for the emergency manual imprest check prior to its issuance.

V. REVIEW AND RESPONSIBILITY

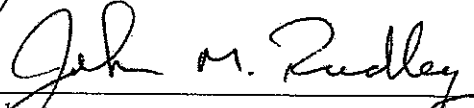
Responsible Party: Chief Financial Officer

Review: Every three years, on or before September 1

VI. APPROVAL



Chief Financial Officer



President

Date of President's Approval: 06/24/09