

Downey Unified School District

ADMINISTRATIVE SERVICES

PURCHASING OF SUPPLIES – IMPREST FUND

AR 6363.1

An Imprest Fund permits a school principal and other administrators to make direct purchases of items not readily available from normal District sources, or items for which the need was not anticipated.

The purpose of the fund is to purchase instructional materials directly from available sources for immediate use. These materials would normally be items of relatively low unit cost and total number which, through the Imprest Fund, may be purchased rapidly from local sources. The fund must not take the place of regular ordering and delivery procedures for volume orders.

The money is provided to, and responsibility rests with, the administrator requesting the funds.

A cash advance, not to exceed the following specified amounts as, will be provided upon request:

Elementary Schools	\$ 500
Middle Schools	\$1,000
High Schools	\$1,500
Continuation School	\$ 500
Adult Education	\$2,000

The Imprest Fund does not represent additional budgetary authority; it is only another means of acquiring material.

The funds will be audited periodically by District auditing staff and/or independent auditors employed by the District.