

Imprest Cash Authority

An Imprest Cash Fund may be established for small purchases if, in the judgement of the Director of Purchasing Division, the establishment of a fund can best serve the needs of a department. The Imprest Cash Fund will allow petty cash/small dollar purchases to be completed by the department and may be established under the following guidelines:

Please refer to Imprest Cash Funds, [Section E-2-5](#) for further information.

Revision Date: Dec 01, 2003

Next Review Date: Dec 01, 2007