

IMPREST CASH FORMS - REQUEST FOR IMPREST BANK ACCOUNT

(Attach this form to the PRD requesting the imprest account)

Date: _____

TO: Treasury Services University Of Kentucky
356 Peterson Services Bldg.
Lexington, KY 40506-0005

FROM: _____ Phone: _____ Email: _____
(Custodian)

I would like to establish a bank account linked to a University Of Kentucky imprest account in my name.
Purpose of account (attach additional pages if needed)

If research, name of research study: _____

Reimbursement account number: _____ Amount of initial deposit: _____
(Dept. Cost Center or Grant Number)

The following information will be used to create the official name/title of this bank account. Bank correspondence (including bank statements) will be mailed to this address. (Each field limited to 30 characters per bank requirement)

Custodian Name:

Title of Account:

(Use either study name, type of account, or department reference)

Mandatory Name: University of Kentucky

Address1:

Address2:

City, State Zip+4:

List Names and Titles of signers required for this account (attach additional page if needed).

<u>Name</u>	<u>Title</u>	<u>Name</u>	<u>Title</u>
	Custodian		

Is a business (debit) card required? Yes No **(If Yes, provide justification for business card below)**

I have read Business Procedures Manual E-2-1, section V, and agree to manage the imprest bank account in accordance with the University of Kentucky's policies.

Custodian Signature / Date

Business Officer Name (Type)

Business Officer Signature / Date

-----**Treasury Services Only**-----

Treasury Services' Name (print)

Treasury Services' Signature / Date

Last 4 digits of bank account number

Imprest account number linked to this bank account