# PRD ENTRY REQUESTING AN IMPREST ACCOUNT

1. Use the custodian vendor number for the person who will be custodian. Many UK employees have more than one vendor number in SAP. The custodian vendor number must have the word “Custodian” in the display and must be for the custodian’s work address. Contact Jody Reed in Purchasing (859) 257-5402 for assistance.
2. Product category code: 84122000
3. GL is 139000
4. Cost object is fund 0021700800. When choosing the cost object in PRD entry, the system defaults to cost center. It is very important that you choose fund.
5. ATTACHMENTS TO PRD
* **Imprest Form - Request for Imprest Account or Travel Advance.pdf (required)**
* **Other documentation to justify the request**
* If requesting a bank account, attach **Imprest Cash Forms - Request for Imprest Bank Account.pdf**

See Business Procedures Manual E-2-1 section V for more information regarding “Banking Relationships and Establishing Bank Accounts”.

**When above steps are entered correctly, the request will come electronically to Treasury Services for processing. You do not need to send any hard copies of the request to Treasury Services.**

**If you have further questions contact:**

* **Joe Faulkner at 859-257-3453,** Jbfaul4@uky.edu
* Michele Genco at 859-257-3438, michele.genco@uky.edu
* **Treasury Services front desk at 859-257-1983. Ask for help with an imprest account.**