

**RESOLUTION \_\_\_\_\_**

**RESOLUTION ESTABLISHING IMPREST FUNDS**

**WHEREAS,** There exists the need in the Parkrose Schools and departments as enumerated herein for imprest cash accounts for the handling of minor disbursements; and,

**WHEREAS,** ORS 294.311 grants authority to municipal corporations to establish by Resolution one or more imprest cash accounts for the handling of minor disbursements; and,

**WHEREAS,** there are approved district procedures (Board Policy DJB “Petty Cash Accounts for Minor Disbursements”) for these accounts to be handled by administrators responsible for them.

**BE IT THEREFORE RESOLVED** that a transfer of \$2,600 from the General Fund to imprest cash accounts as follows be authorized by the Board of Education of the Multnomah County School District #3 (Parkrose School District), on or about July 1, 2016, for use during Fiscal Year 2016-2017 to be replenished as the need arises from appropriate General Fund accounts:

District Administration	\$400
Parkrose High School	\$400
Parkrose Middle School	\$200
Prescott Elementary School	\$200
Russell Elementary School	\$200
Sacramento Elementary School	\$200
Shaver Elementary School	\$200
Food Service	\$400
Department of Student Services	\$200
Transportation/Maintenance	\$200

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, Board of Directors

Attest:

\_\_\_\_\_  
Karen Fischer Gray  
Superintendent/Clerk