

Date: February 11, 2016

To: Board of Education

From: Dr. Kevin J. Nohelty, Assistant Superintendent of Business
Operations and Human Relations



RE: IMPREST FUND

PURPOSE:

The Imprest Fund was established in the event of a last minute emergency expense that needed to be paid.

USE:

I wanted to inform you that the Imprest Fund was utilized in January for the first time in many years. A credit card invoice was not paid at the beginning of January and the credit card company placed a hold on the use of the credit cards until the outstanding balance of \$361 was paid.

REASON:

The District had several employees attending conferences in the beginning of January in which the credit card was used to secure the travel arrangements.

Please feel free to call me if you have any questions regarding this matter.

cc: Dr. Denean Adams, Superintendent
