



July 21, 2008

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 08-04

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

SUBJECT: **DELETION OF IMPREST CHECKING ACCOUNT
ADMINISTRATIVE PROCEDURES**

**A8.826 - IMPREST CHECKING ACCOUNT OVERVIEW;
A8.827 - PROCEDURES TO ESTABLISH, DECREASE, CLOSE,
INCREASE AN IMPREST CHECKING ACCOUNT;
A8.828 - PROCEDURES FOR A CHANGE IN IMPREST CHECK
CUSTODIAN OR ALTERNATE;
A8.829 - IMPREST CHECKING ACCOUNT DISBURSEMENT
PROCEDURES;
A8.830 - REPLENISHMENT OF THE IMPREST CHECKING
ACCOUNT;
A8.831 - RECONCILIATION OF THE IMPREST CHECKING
ACCOUNT;
A8.832 - SPECIAL IMPREST CHECKING ACCOUNT
PROCEDURES**

All imprest checking accounts have been closed. Therefore, the above mentioned imprest checking account administrative procedures will be deleted from the APIS website.

Should you have any questions, please call Michael Wong at 956-8575.