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IMPREST CHECK LIST

These items must be done prior to obtaining an Imprest Cash Fund in ISR

*** Respondents payments **cannot** be gifted to any charity. You/Interviewer as a representative of the University cannot accept their/Interviewee's respondent payment to be donated in the respondents name to any charity.

- Project Grant must be within ISR's Deptid range (580000 - 587060)
- Read the "Guidelines to Follow for Acquiring Imprest Cash Fund"
- Complete the "Imprest Cash Fund Request & Authorization" form and obtain the proper departmental signatures prior to submitting to ISR's Business Office
- Review the "Tax Worksheet for Statistical Selected Respondent Payments" to verify if this applies to your study prior to submitting the Imprest Cash Fund Request & Authorization form
- Review & complete the "Policies & Procedures Regarding Respondent Payments" prior to submitting the Imprest Cash Fund Request & Authorization form, obtain proper departmental signatures

Once the Business Office has setup the requested Imprest Cash Fund, you will receive an email that provides you with the ICF # (Imprest Cash Fund). Please reference this # along with the P/G # and shortcode when requesting money. Please give at least 24 hrs notice when you will need to pick-up the money. In the requesting email, you must provide how you want the money distributed by denominations and quantity. Send the email to: impreq@isr.umich.edu

Never take out more money than you will need for the next couple of weeks, as you are responsible for it.

Receipts must be turned into the Business Office on a timely basis. We do not allow an outstanding balance to go longer than 30 days without turning in receipts. If receipts are smaller than an 8.5 x 11 in. sheet of paper, you will need to **tape** them on to such.

The Business Office will run & review Monthly Statements for each Imprest Cash Fund and a copy will be sent to the Custodian. This will help monitor any outstanding balances that need to be reimbursed or vouchered.

Special Orders - The Business Office must have at least **5** days advance notice. Such as, extremely large sums, etc. Please note, that we are not always able to provide new bills.

WHAT TO DO WHEN YOU NEED TO REQUEST A CHANGE

(Increase/Decrease fund - Change P/G - Extend end date - Terminate early - Change Custodian)

- Review & Complete the "Imprest Cash Fund Change Request", obtain the proper departmental signatures and submit to the ISR - Business Office for approval.

All forms can be found on the ISR Intranet Home Page: <http://compute.isr.umich.edu/>

Click - Forms Gallery (left side)

Click - Accounting Forms

Scroll down to: Imprest Cash Group

- Imprest Cash Fund Request & Authorization

- Imprest Cash Fund Change Request Form

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