

COLLEGE OF MICRONESIA-FSM  
BOARD POLICY No. 5109

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## Imprest Fund

Date Adopted: 4-5 December 2000

Date Revised: 21 March 2019

Date Reviewed: 22-24 March 2014; 21 March 2019

References: Campus Director's Meeting at Chuuk State, September 12, 2005  
Memorandum to State Campus Directors from Comptroller through President dated October 1, 2004  
Board of Regents Meeting Minutes, May, 2004  
Business Office Forms: Policies and Procedures distributed December 4-5, 2000

~~The College of Micronesia – FSM shall maintain an Imprest Fund of \$5,000 each for FMI, Kosrae Campus and Yap Campus and \$10,000 for Chuuk. The Custodian for the fund shall be the Campus Fiscal Officers.~~

The College of Micronesia – FSM shall maintain an Imprest Fund of \$5,000 for FMI and Kosrae Campus and \$10,000 for Chuuk and Yap Campus. The Custodian for the fund shall be the Campus Fiscal Officers.

The Imprest Fund shall be used only for petty and urgent expenditures of less than \$1,000 per any one transaction. The transactions that shall be covered under the Imprest Fund are as follows:

- Utilities
- Supplies
- Printing
- Reference Materials
- Fuel
- Food Items
- Repairs and Maintenance
- Import and Sales Taxes
- Freight and handling
- Reimbursement to employees, except travel expenses
- Other Emergency expenses

The Imprest Fund Voucher (IFV) shall be used to document the request, certification, approval, liquidation, and replenishment of the Imprest fund. The same shall be liquidated within five (5) working days. Employees with unliquidated IFV shall not be allowed to secure additional funds.

The **Campus Director** Campus Director /Dean shall audit the Imprest Fund on a regular basis and any discrepancies must be immediately reported to the President.

Reimbursement of the Imprest Fund shall be done at least once a month.

See Administrative Procedure 5109