

Ritzville Library District #2

Imprest Account Policy

1. Ritzville Library District #2 (RLD2) will print and disburse accounts payable and payroll checks in-house via an Imprest account.
2. The balance of the Imprest account will be determined and/or changed by Board resolution.
3. The balance in the Imprest account will be reviewed a minimum of once a year by the Board of Trustees.
4. Adams County will reimburse the balance in the Imprest account when they receive a Transmittal Request.
5. The Library Director or his or her designee shall be the custodian of the Imprest account.
6. The electronic signature(s) on the accounts payable and payroll checks will be the Executive Director and/or the Board of Trustee chair.
7. No cash deposits or cash withdrawals can be made from the Imprest account.
8. Payroll for all employees will be paid via direct deposit or by check.
9. The authorized balance should not exceed the surety bond covering the custodian.