

Supervisor Imprest Workflow Instructions: To complete the verification, please login to TUPortal;

- Select the Banner tab.
- Your Imprest Fund will be listed under: “ Workflow: My Worklist”
- Double click on your fund.

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WORKFLOW: MY WORKLIST

Organization	Workflow Name	Activity	Created	Details
Root	Imprest Cash Fund for Bursar's Office - 8215226 Ready	Supervisor Review	10-Sep-2014 08:50:50 AM	

[Refresh](#) | [Show Entire Worklist](#) | [Open Workflow](#)

- Once your fund has been selected, the Supervisor Review screen will appear;

Imprest Cash Fund - Supervisor Review Hide Menu | Logoff | Help

Bursar

Our records indicate that your department was given an Imprest Cash Fund. These funds are considered cash advances and are your personal responsibility. At this time, we are requesting that you verify the following information by **September 24, 2014**. Please note if you have more than one fund you must complete the verification form for each fund.

If you are no longer the supervisor of the custodian of this fund please complete the bottom of the form.

Fund Name: Bursar's Office
Fund: 100000
Org: 67200
Program: 06
Issued Date: 09-Sep-2014 12:00:00 AM
Closed Date:
Total Petty Cash Amount: 500.00

The Total Cash on Hand and Total Receipts on Hand values show the amounts that the fund custodian currently has in his/her possession.

Total Cash on Hand: 250.00
Total Receipts on Hand: 250.00
Please verify FOAPAL, and note any changes.

Verify FOAPAL:

Purpose and Need for Fund:

How and Where is Cash Secured?:

Please verify information & make any necessary changes

Custodian First Name: Lezlie
Custodian Last Name: Jiles
Custodian Email: ljiles@temple.edu
Custodian Phone: 1-1353
Supervisor First Name: Lezlie
Supervisor Last Name: Jiles
Supervisor Email: ljiles@temple.edu
Supervisor Phone: 1-1353

New Custodian Information

* Still Custodian? —

Yes - I am still the custodian of this fund.
 No - I am no longer the custodian of this fund.

If you are no longer the custodian of this fund, please identify the custodian and some contact information below.

Who is the Custodian?:

- If there are Custodian or Supervisor changes, please enter new information in
- If no changes are needed, please select **COMPLETE** to submit the reconciliation.
- Workflow will then be forwarded to Manager of Banking Services.