



**ACCRA
TECHNICAL
UNIVERSITY**

IMPREST GUIDELINES AND COMPLIANCE MANUAL POLICY

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Imprest Guidelines and Compliance Manual

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| Version | 1.0 |
| Short description | Accra Technical University Imprest Guidelines and Compliance Manual specifies the procedures of disbursement, use and retirement of standing and special imprest, as well as sanctions put in place to ensure compliance by prospective Imprest Holders. |
| Relevant to | All Senior Members (Academic) of the University |
| Issuing Authority (Approved by) | These Guidelines have been approved by the Governing Council of ATU |
| Responsible Officer | Director of Finance |
| Responsible office | Directorate of Finance |
| Related Accra Technical University documents | Accra Technical University Statutes 2018 |
| Related legislation | Technical Universities Act, 2016 (Act 922) as amended Public Financial Management ACT, 2016, (ACT921); Public Financial Management Regulation, 2019 Legislative Instrument (L.I.) 2378 |
| Key words | Guidelines, imprest, disbursement, reimbursement, retirement, Spending Officer |

DEFINITION OF TERMS

| Term | Definition |
|-------------|------------------------------|
| (PCOP) | Petty Cash Operational Point |

1. PURPOSE

This Manual is drawn up in accordance with the provisions of the Public Financial Management Regulation, 2019 (L.I. 2378), its rules of application and the accounting manual, which identify the tasks entrusted to Imprest Holders, their rights, duties and the responsibilities they assume in this role.

Accra Technical University Imprest Guidelines and Compliance Manual specifies the procedures of disbursement, use and retirement of all categories of imprest, as well as sanctions put in place to ensure compliance by prospective Imprest Holders.

The Manual is neither an exhaustive nor a restrictive description of the duties and responsibilities of Imprest Holders.

1.1. Objectives of the Imprest Manual

Accra Technical University Imprest Manual is designed to:

- a. Ensure consistency in the accounting treatment of all imprest within the University.
- b. Provide assurances that imprest balances are being reported accurately.
- c. Provide assurance that the University imprest system is not being misused.
- d. Streamline the disbursement, usage, and retirement of imprest within the University.
- e. Serve as a guide in compliance with the Public Financial Management Regulation, 2019 (L.I. 2378) which establishes the imprest fund.

1.2. Definition of Imprest Related Terms and Imprest Categorisation

Key terms within the Imprest Manual are defined below:

- a. Imprest, refers to an amount of cash advanced to an Officer to meet payments of incidental expenses which are inconvenient to

disburse through the normal payment procedures.

b. Imprest Holder, is an Individual within the University categorize to receive and use imprest.

c. Imprest Application, is the process of requesting for an imprest by an Imprest Holder.

d. Imprest Disbursement, is the process of paying monies from an imprest received.

e. Imprest Reconciliation, is the process of comparing an amount of imprest received with the amount disbursed, and the balance remaining to check that the figures are correct and in consonance.

f. Imprest Reimbursement, is the process of accounting for an imprest received and requesting for refund of imprest disbursed by the Holder.

g. Custodian, is a person appointed by the Imprest Holder to keep and disburse imprest with the approval of the Imprest Holder.

h. Imprest Retirement, is the process of accounting for imprest received by the Imprest Holder.

i. Imprest Ceiling is an approved amount of imprest for each Imprest Holder beyond which he/she cannot spend.

j. Spending Officer, means the Vice Chancellor.

1.3. Categories of Imprest

The Imprest is categorized into two, namely:

a. Standing Imprest

An imprest which is held by an office holder throughout the financial year and reimbursed as and when necessary by the presentation of receipt.

b. Special Imprest

An imprest generated for special purpose as and when the need arises. Special imprest must be terminated and all balances retired immediately the purpose for which it is set up is achieved.

2. ELIGIBILITY, IMPREST USAGE AND HOLDER RESPONSIBILITIES

2.1. Eligibility as an Imprest Holder or Applicant

a. Standing Imprest

Officers duly appointed to the following positions shall be deemed qualify to hold standing imprest:

- Vice-Chancellor
- Pro Vice-Chancellor
- Deans
- Directors
- Heads of Department / Centres

b. Special Imprest

Any Staff authorised to manage or undertake either research or non-research related project or activities by the University. This includes:

- Any staff authorised to manage a project or perform an activity for which an imprest is required
- Staff undertaking approved research activities.

2.2. Responsibility of Imprest Holders

The following shall be the responsibilities for Imprest Holders:

- Imprest Holders shall observe all regulations regarding the control of expenditure and disbursement of the University monies.
- It is unlawful and irregular for Imprest Holders to use imprest monies for any purpose other than the purpose for which it was granted.
- Imprest Holders are not absolved from the responsibility of accounting for their imprest until vouchers supporting all expenditure have been examined and found to be correct.

- d. All Imprest Holders shall keep a Petty Cash Register (PCR) showing the amount received as imprest and how it has been used.
- e. The PCR shall be forwarded to the Directorate of Internal Audit for examination whenever the imprest is being recouped or retired.
- f. The PCR of Imprest Holders shall also be subjected to examination by the Director of Finance.
- g. Imprest Holders are responsible for the safe custody of the cash entrusted to them.
- h. When handing over the imprest from one custodian to another, the float should be reconciled by adding together the following amounts:
 - imprest claims paid but not reimbursed
 - cash held as imprest
- i. The reconciliation shall be signed and agreed to by the current custodian and either the new custodian or the Director of Finance.
- j. Before accepting responsibility for imprest, the new custodian should undertake reconciliation in the presence of the Director of Audit or his/her representative to verify the accuracy of the amounts.

2.3. Unauthorised Use of Standing Imprest

The application of standing imprest for a purpose other than the purpose for which the imprest was issued is a breach of the Public Financial Management Regulation 2019 L.I 2378. An imprest shall not be expended on the following non - exclusive list of items:

- a. Refreshment items
- b. Paid out as honorarium
- c. Paid out as consultancy fees
- d. Used as payment of temporary staff salaries/ wages
- e. Loaned to or used by any individual for personal use
- f. Used to reimburse employees for travel

- g. Used to acquire supplies available at the University stores
- h. Used to pay continuing monthly expenditure

3. PROCEDURES

3.1. Imprest Application Procedures

3.1.1. Standing Imprest Application Procedure

- a. Application to hold standing imprest shall be made to the Spending Officer
- b. The Spending Officer based on the advice of the Director of Finance shall determine whether or not the applicant qualifies.
- c. Approval /otherwise shall be made by the Spending Officer
- d. Approved application shall be forwarded to Director of Finance for processing
- e. Thereafter, the imprest shall be released to the Imprest Holder.

3.1.2. Special Imprest

- a. Application for special imprest shall be made to the Spending Officer, through the Applicant's Head of Department and the Dean / Director supported by a budget and its justification.
- b. The Spending Officer based on the advice of the Director of Finance shall determine whether or not the applicant qualifies.
- c. Approval /otherwise shall be made by the Spending Officer
- d. Approved application shall be forwarded to Director of Finance for processing
- e. Thereafter, the imprest shall be released to the Imprest Holder.

3.2. DISBURSEMENT

3.2.1. Disbursement Procedure for Standing Imprest

- a. Any Officer, requiring an imprest shall complete a petty cash voucher (Refer to Appendix 6) form which must be submitted to the Imprest Holder for authorization and approval by head of department.

- b. The approved Petty Cash Register (PCR) should be submitted to the imprest custodian for payment.
- c. All items of permanent nature procured with petty cash shall be verified by the Director of Internal Audit.
- d. Upon the release of the petty cash, the Imprest custodian (petty cashier) shall capture the petty cash voucher in the petty cash book.
- e. Payments for transactions not allowed under the petty cash system shall be disallowed and the head of the petty cash operational point shall be surcharged.
- f. The Imprest Holder shall take into consideration unauthorized imprest usage as captured in the manual.
- g. Disbursement shall be done in adherence to the responsibilities of Imprest Holders as enshrined in the Public Financial Management Regulation 2019 L.I 2378 and captured in the manual.

3.3. RECONCILIATION

Reconciliation shall be conducted:

- a. Prior reimbursement or retirement of imprest.
- b. Whenever there is a change in the person who holds the imprest.

3.3.1. Imprest Reconciliation Procedure

- a. The Holder of an imprest shall prepare a Statement of Accounts of the imprest (Refer to Appendix 3).
- b. The Statement shall indicate the total amount of imprest received, the total amount disbursed and the cash balance remaining.
- c. The cash balance remaining in the statement of accounts shall agree with the physical cash remaining.
- d. When there is a change in the person who holds the imprest, both the holder of the imprest handing over, and the person who

is to take over as the new Imprest Holder shall review and sign the Statement of Accounts. In the absence of the new Imprest Holder, the Finance Director shall review and sign the Statement of Accounts.

e. The Statement of Accounts shall be subject to verification by the Internal Audit Directorate. This shall include the verification of the cash held.

f. A copy of the Statement of Accounts shall be submitted to the Internal Audit Directorate and the Finance Directorate.

3.4. REIMBURSEMENT

3.4.1. Standing Imprest Reimbursement Procedure

The Imprest custodian shall review the amount of cash remaining in the imprest till. Petty cash shall be replenished when seventy (70%) percent or more of the amount is expended. The Imprest custodian shall apply for reimbursement as outlined below:

a. The Imprest custodian shall complete an imprest reimbursement form (Refer to Appendix 7) and submit request for the reimbursement to the director of internal audit for vetting

b. The Director of Internal Audit when satisfied that, the transactions were undertaken in line with the disbursement procedure, shall recommend for reimbursement to the Vice Chancellor for approval.

c. When the Director of Internal Audit upon the conclusion of vetting is of the opinion that the Head of Petty Cash Operational Point (PCOP) approved the payment of some unauthorized transaction(s), she/he shall disallow such payments and recommend that the Head of Petty Cash Operational Point takes the necessary steps to recover the amount, failure of which the Head of PCOP shall refund the amount. .

d. All approved reimbursement requests shall be forwarded to the Director of Finance for processing and payment (release of funds).

3.5. RETIREMENT

3.5.1. Standing Imprest Retirement Procedure

All standing Imprest Holders shall retire their imprest at the end of the financial year in which they were issued.

- a. The Statement of Accounts shall be prepared.
- b. Any cash balance remaining shall be paid at the cash office and a receipt obtained
- c. Imprest Holders shall complete an Imprest Retirement Form (Refer to Appendix 5)
- d. The following documents shall be attached to the imprest retirement form
 - Statement of accounts
 - Imprest claim forms
 - Receipt for any refund of cash made
 - Receipts / supporting documentation for all monies disbursed
- e. Entries in the imprest retirement form shall not include claims that have been reimbursed.
- f. The Imprest Holder shall sign the retirement form.

3.5.2. Special Imprest Retirement Procedure

A special imprest shall be fully retired within ten (10) days after completion of the activity for which it was issued.

- a. The Statement of Accounts shall be prepared.
- b. Any cash balance remaining shall be paid at the cash office and a receipt obtained
- c. Imprest Holders shall complete an Imprest Retirement Form (Refer to Appendix 5)
- d. The following documents shall be attached to the imprest retirement form

- Statement of accounts
 - Imprest claim forms
 - Receipt for any refund of cash made
 - Receipts/supporting documentation for all monies disbursed
- e. Entries in the imprest retirement form shall not include claims that have been reimbursed.
- f. The Imprest Holder shall sign the retirement form and submit to the Finance Directorate through Internal Audit Directorate.
- g. In the case of Special Imprest for Research related purposes, the retirement form shall be submitted to the Applicant's Head of Department.

3.6. PROPOSED MEASURES AND SANCTIONS FOR NON-COMPLIANCE

It shall be the responsibility of the Heads of Imprest Holders / the Finance Director to report on the details of Imprest Holders who fail to retire their imprest by the due date to the Vice Chancellor; and as well submit a copy of such report to the Director of Internal Audit.

3.6.1. Sanctions for Non-Compliance

For the purposes of ensuring that members of the University community comply with the guidelines enshrined in the Imprest Manual, the following sanctions shall apply:

- a. An Imprest Holder who misapplies his/her imprest shall be made to refund at a specified date by the Spending Officer.
- b. A person who holds an imprest shall not be relieved of the personal responsibility for any loss or shortage of the imprest until the imprest is fully retired in accordance with this manual.
- c. Failure to retire an imprest by the due date is an offence under the Public Financial Management Regulation, 2019 (L.I. 2378) unless the contravention is occasioned by the death or incapacitation of the

Imprest Holder

d. Any unretired imprest by the due date shall be charged to the personal name of the Imprest Holder and recovered from the salary or other emoluments of the Imprest Holder.

e. Any unretired imprest by the due date shall attract a compounding interest at the prevailing market rate.

f. The Finance Director shall not issue a fresh imprest to any Imprest Holder who fails to retire standing imprest for the previous year.

g. Holders of special imprest who fail to fully retire their imprest within ten (10) days of completion of activities shall not be issued with new imprest.

4. ADVISORY COMMITTEE

The Spending Officer shall constitute an Advisory Committee tasked to perform the following functions.

- a. Establish the imprest ceiling for all Imprest Holders.
- b. Review imprest ceiling from time to time.

5. SELECTION CRITERIA

The criteria for the selection of eligible Imprest Holders are entirely derived from the Public Financial Management Regulation, 2019, (L.I. 2378) in tandem with the Accra Technical University Statutes.

6. APPROVAL PROCEDURE

6.1. Approval of imprest

This shall be in two-folds:

- a. Imprest Application

Approval of a fresh imprest application shall be made by the Spending Officer based on the advice of the Director of Finance.

- b. Imprest Reimbursement

Approval of imprest reimbursement shall be made by the Spending Officer through the Director of Internal Audit.

7. REFERENCES

1. Public Financial Management ACT, 2016 (ACT 921).
2. Public Financial Management Regulation, 2019 Legislative Instrument L.I. 2378.
3. Accra Technical University Statutes, 2018.
4. Technical Universities (Amendment) Bill, 2017.

Appendix 1 - Imprest Claim Form

ACCRA TECHNICAL UNIVERSITY

IMPREST CLAIM FORM

I hereby apply for the imprest to procure the under-listed item(s) which are urgently required.

| No. | Amount Required Ghc | | | |
|-----|------------------------|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Name of Claimant:

Faculty/Directorate/Department/Unit/Section:

Signature of Claimant:

Date:

Approved by:

(Imprest Holder)

Date:

Appendix 3 – Statement of Accounts

ACCRA TECHNICAL UNIVERSITY STATEMENT OF ACCOUNTS

Faculty/Directorate/Department/Unit/Section:.....

| | GH¢ | GH¢ |
|-------------------------------|------------|------------|
| Imprest Amount Received | XXXXXXXXXX | |
| Less Amount Disbursed | XXXXXXXXXX | |
| Cash Balance Remaining | | XXXXXXXXXX |
| Total Cash Counted | | XXXXXXXXXX |
| Difference (if any) | | XXXXXXXXXX |

Also find attached:

- (i) Imprest claim forms for all cash disbursed and not yet reimbursed
- (ii) Cash book
- (iii) Justification for difference (if any) between cash balance remaining and total cash counted

Signed

Imprest Holder:

Director of Finance:

New Imprest Holder:

Appendix 4 – Imprest Reimbursement Form

ACCRA TECHNICAL UNIVERSITY IMPREST RE-IMBURSEMENT FORM

Faculty/Directorate/Department/Unit/Section.....

I write to apply for reimbursement of the imprest of the Department/ Unit/ Office.

Summary of Expenses

| No. | Date | Item purchased | Purpose | Amount |
|-----|------|----------------|--------------------------------------|--------|
| | | | | GH¢ |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Total amount to be reimbursed | |
| | | | Imprest Received | |
| | | | Balance | |

I certify that the items listed above were purchased and used at the Faculty/Directorate/ Department/Unit/Section.

Signature: Date:

Appendix 5 – Imprest Retirement Form

ACCRA TECHNICAL UNIVERSITY IMPREST RETIREMENT FORM

Faculty/Directorate/Department/Unit/Section.....

I write to retire the imprest issued for the Faculty/Directorate/
Department/Unit/Section.....

Summary of Expenses

| No. | Date | Item purchased | Purpose | Amount |
|-----|------|----------------|-----------------------------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Total disbursed | xxxxxx |
| | | | Balance paid back to chest | xxxxxx |
| | | | Total | xxxxxx |
| | | | | |
| | | | Imprest Received | xxxxxx |

I certify that the items listed above were purchased and used at the Faculty/Directorate/ Department/Unit/Section.

Signature:

Date:

Appendix 6– Statement of Accounts

ACCRA TECHNICAL UNIVERSITY PETTY CASH REGISTER

PCOP:.....

PCR NO:.....

| Date | Detailed Narrations | Amount |
|------|---------------------|--------|
| | | |
| | Total Amount | |

Amount in words

.....

Authorized by..... Approved by.....

Date... Date:

Recipient.....DateSignature:.....

N/B: Ensure valid official receipts are obtained for all transactions.
Honor certificates may be accepted only when official receipts are not obtainable.

Appendix 7 – Statement of Accounts

Accra Technical University Petty Cash (Standing Imprest) Re-Imbursement Form

(a) Petty Cash Operating Points:.....

(b) Request

I hereby request for the sum of GH¢..... being the amount required to replenish petty cash.

| | |
|---|--------------|
| Petty Cash Float | GH¢ XXXXXXXX |
| Less balance at ----/---/2021 | GH¢ xxx |
| Amount requires for re-imburement as per the petty cash book | GHV xxx |

Prepared by:.....

Certified:.....

Imprest Custodian

Head of PCOP

(c) Director of Internal Audit

I hereby certify that the sum of GH¢..... being requested for has been properly /not properly spent in the interest of the University. The re-imburement is therefore recommended/ not recommended for approval

Signed.....

Director of Internal Audit

Date.....

(d) Approval

I approve the release of GH¢.....as re-imburement
of petty cash

Signed.....

Vice Chancellor

Date.....

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Public Affairs Directorate

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