# WENATCHEE SCHOOL DISTRICT NO. 246

## IMPREST FUND REIMBURSEMENT

Building _____

Reimbursement for period ending _____

Imprest Fund must be reimbursed at least once a month. Final total should be the same as the total amount of Imprest Fund.

| Imprest Fund Check # | Vendor | Account Code | Amount |
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Total amount to be reimbursed _____

Bank balance per check register on above date _____

Final total = Established amount of fund _____

_____
*Imprest Fund Custodian*

_____
*Business Manager*

_____
*Building Principal / Department Head*