

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Career and Continuing Education

BULLETIN NO. 56
August 26, 1988

SUBJECT: USE OF IMPREST FUND FOR NEWSPAPER ADVERTISING

I. Authorization

II. Procedure

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. AUTHORIZATION

Community adult schools and centers have been authorized to pay for newspaper advertising of class offerings by using imprest funds. Prior to beginning of the fall semester, each school/center will be notified of its allocation for advertising and the appropriation number which contains the budget for advertising.

II. PROCEDURE

When replenishing the imprest fund, include the following information on the Imprest Fund - Claims Form:

<u>DATE RECEIVED:</u>	Show inclusive dates the ad ran
<u>QUANT. REC'D.:</u>	Show the number of advertising lines
<u>IMA NO.:</u>	Indicate the appropriate number
<u>CODE:</u>	Leave blank
<u>DESCRIPTION:</u>	"Newspaper advertising of class offerings"
<u>UNIT PRICE:</u>	Price per line or per inch
<u>AMOUNT:</u>	Total price of ad

For assistance, please telephone David Roberts or Ray Aldridge, Coordinating Financial Managers, Student Body Finance Section, at (213)625-6329 or Pio Galinato, Principal Financial Analyst, Adult Education Fiscal Services Section, at (213)625-6646.

APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education

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