



OUTGOING ADMINISTRATOR'S CHECKLIST

ADMINISTRATOR INFORMATION			
Employee Name:		Official last day at this school:	
School Name:			
School Address:			
Telephone Number:		E-mail address:	
CHECKLIST			
	ITEMS/ACTIONS NEEDED	NOTES/INSTRUCTIONS	
	<p>IMPREST FUND Close the Imprest Fund account, not the bank account.</p> <p>Submit the following to Accounts Payable:</p> <ol style="list-style-type: none"> 1. Final Imprest Fund claim for reimbursement, latest bank account reconciliation, and latest Imprest Fund reconciliation. 2. Imprest Fund check payable to LAUSD in the amount of unspent funds. 	<p><u>Send to:</u> Accounts Payable Branch 333 S. Beaudry Ave., 27th Floor Attention: Head Accountant</p> <p style="color: red;">The sum of Items 1 and 2 should match the total Imprest Fund.</p>	
	<p>Send a copy of the latest <u>bank account</u> and <u>Imprest Fund</u> reconciliations:</p> <p>Elementary schools – to the Fiscal Specialist Secondary Schools – to the Coordinating Financial Manager</p>	<p>Date sent: Date sent:</p>	
	<p>PROCUREMENT CARD (P-CARD) Reconcile and approve P-Card transactions online.</p>	<p>Date reconciled: Transactions through (date):</p>	
	<ol style="list-style-type: none"> 1. Suspend existing P-Card(s) by submitting the District Credit Card Update form to P-Card Unit indicating "Suspend Existing Cards Due to Change of Administrator". Retain a copy for your files. 2. If administrator is a cardholder, cancel the existing P-Card by submitting the District Credit Card Update form to the P-Card Unit indicating "Cancel Card(s)" and destroy the card. 	<p>P-Card Unit 8525 Rex Rd., Pico Rivera, CA 90660 Attention:(School's P-Card representative)</p>	
	<p>STUDENT BODY If administrator is leaving at year end, submit year-end financial reports (as of June 30):</p> <p><u>Elementary schools:</u></p> <ol style="list-style-type: none"> 1. Bank Reconciliation 2. Trial Balance 3. Statement of Financial Condition <p><u>Secondary schools:</u> All financial reports will be submitted by the school's Financial Manager.</p>	<p>Submit to your Coordinating Financial Manager.</p> <p>Date submitted: Date submitted:</p>	
	<p>If administrator is leaving mid-year, contact the Coordinating Financial Manager</p>		
	<p>OTHER Ensure "Goods Receipts" for all goods and services received are posted in SAP. Advise the Fiscal Specialist of any major financial transactions that are not completed.</p>		
EMPLOYEE SIGNATURE			
Signature:		Date completed:	
<p style="color: blue;">Send this completed form to your Regional Director and a copy to your Fiscal Specialist.</p>			