

SAM—OFFICE REVOLVING FUNDS

RECEIVABLES LEDGER

8192

(Revised 3/87)

The Receivables Ledger normally will be a debit, credit, and balance record.

The Receivables Ledger normally will consist of an account for:

1. Each employee receiving a revolving fund check for a travel advance.

Each employee's account will be charged with amounts advanced from the revolving fund prior to the time travel is performed. The employee's account will be credited with amounts returned to the revolving fund by the employee and with the amounts of audited travel vouchers applied to reduce the advance. The amounts of audited vouchers credited to the individual employee accounts receivable will be charged to the "Travel Vouchers for Travel Performed" account receivable pending receipt of the warrant to reimburse the revolving fund.

2. Travel Vouchers for travel performed.

This account will be charged with the amounts of audited travel vouchers which have been paid from the revolving fund in reimbursement of travel performed. It will be credited as of the dates of the deposit slip and with the amount of the warrant deposited to reimburse the revolving fund.

3. Each employee receiving a revolving fund check for compensation earned. (Agencies may record all such transactions in a single account.)

These accounts will be charged with the amount of the revolving fund checks issued and credited when the revolving fund is reimbursed.

4. Each custodian of a change fund, cash purchase fund, or cash payment fund.

These accounts will be charged with the amounts of the revolving fund checks issued and credited with the amounts returned to the revolving fund. In addition, each shortage in a fund will be shown as an accounts receivable until the proceeds from an approved Board of Control Claim for Reimbursement are received or the custodian has personally reimbursed the fund for the shortage.

5. Postage, discount invoices, and miscellaneous transactions.

This account will be charged with the amounts of revolving fund checks issued and credited as of the dates of the deposit slip and with the amount of the warrant deposited to reimburse the revolving fund.