

## SAM—OFFICE REVOLVING FUNDS

**GENERAL**  
(Revised 9/07)

**8100**

General procedures relevant to the handling of all types of cash transactions are contained in SAM Sections 8000–8099. Specific procedures relevant to revolving fund transactions are contained in SAM Sections 8100–8193. Procedures to replenish the revolving fund for cash deficiencies are provided in SAM Section 8072.

In accordance with Government Code Section 16400, an agency may establish a revolving fund from any appropriation made to such agency subject to the following limitations:

1. No approval is required if the revolving fund will not exceed three percent of the total appropriation.
2. Approval of the Department of Finance budget analyst is required if the revolving fund will exceed three percent but not 10 percent of the total appropriation.
3. Approval of the Department of Finance Program Budget Manager and the State Controller is required if the revolving fund will exceed 10 percent of the appropriation.

To establish or augment an office revolving fund, agencies will prepare a Claim Schedule form, STD.218 (Continuous) and a Remittance Advice form, STD. 404c. On the claim schedule face sheet, agencies will enter the agency's office revolving fund as the payee. The State Controller's Office (SCO) will issue and mail a warrant payable to the agency for the amount of the claim schedule. Upon receipt of the warrant, the agency will deposit the warrant into the agency's checking account to establish or augment the office revolving fund.