

## **SAM—OFFICE REVOLVING FUNDS**

### **SALARY ADVANCES**

**8118**

(Revised 12/11)

Revolving fund checks may be issued to compensate employees for time worked under the following circumstances:

1. Salary advances under the conditions in SAM section 8595.
2. Situations where the regular payroll warrant should not be issued to the employee. For example:
  - A department withholds amounts from an employee.
  - The regular payroll warrant is incorrect.