

## SAM – OFFICE REVOLVING FUNDS

### ACCOUNTABILITY

8111.2

(Revised 4/1992)

The custodian will be personally responsible for the amount advanced from the revolving fund. Transfers of custody will be accomplished only after: (a) personal audit of the fund has been made by the employees directly concerned; and (b) a receipt has been given by the newly assigned custodian to the custodian being relieved. A copy of such receipt signed by both parties will be delivered to the Accounting Officer. An employee other than the custodian of the change or petty cash fund will count it in accordance with the following schedule and report the count to the Accounting Officer.

#### SIZE OF FUND

#### FREQUENCY OF COUNT

\$200.00 or less

Annually

\$200.01 to \$500.00

Quarterly

\$500.01 to \$2,500.00

Monthly

Over \$2,500.00

Monthly, if not prescribed more frequently by Fiscal System and Consulting Unit, Department of Finance