

SAM – OFFICE REVOLVING FUNDS

INTERNAL CONTROL

8180

(Revised 3/1982)

See SAM Section [8080](#) for separation of duties.

Circumstances may arise where an advance is required immediately and the submission of a written request is not practical. In such cases a telegram or telephone call will suffice. A request by telegram, approved by the employee authorized to approve requests, will constitute a written authorization. In the case of a request by telephone, the employee authorized to approve requests will prepare a written authorization.

Telephone and telegraph requests will be accepted only from the employees authorized to approve a travel advance request of the person concerned. Such requests will be confirmed by the traveler submitting (and the authorized employee approving) a travel advance request marked "confirming." No check will be prepared pursuant to such "confirming" request.

Employees are prohibited from authorizing revolving fund checks payable to cash or themselves.