Daily Revolving Fund Checks and SCO Warrants Delivered to BSO & Released to Offices

DGS Office Acronym		*BSO Maintains this log for audit purposes*		
Office pick up (DGS-1 Required) (Signature must be legible or print name)		**Total Check Count per Office**		**(Date)** **(circle) AM PM**
BSO - Received by (Signature must be legible or print name)		**Total Check Count per BSO**		**(Date)** **(circle) AM PM**
SRF - Delivered by (Signature must be legible or print name)		**Total Check Count per SRF**		**(Date)** **(circle) AM PM**

Check Numbers	Payroll Agency/Unit	Special Instructions