

SAM – OFFICE REVOLVING FUNDS

CASH BOOK

8191

(Renumbered 7/1976)

The Cash Book normally will be a debit, credit, and balance record. This record will be debited with remittances received and credited with revolving fund checks drawn. A Sundry Purpose Register, STD. 341, may be used for Cash Books kept manually. The following is an illustration of a Cash Book:

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REVOLVING FUND CASH BOOK

Date 19____	Reference	Debit	Credit	Balance
July 1		\$10,000.00		\$10,000.00
1	CK 250–280		\$2,500.00	7,500.00
3	CK 281		375.00	7,125.00
10	CK 282–289		150.00	6,975.00
14	CK 279 voided		–75.00	7,050.00
14	Warrant 01–122334(1)	642.50		7,692.50
17	Warrant 01–223456(1)	240.00		7,932.50

(1) Enter as of date of deposit.