

## SAM—STANDARD ENTRIES

### ENTRY NO. 1 – [REVOLVING FUND ADVANCE]

10501

(Revised 10/2015)

This entry is made to record (1) initial revolving fund advance from an appropriation and (2) augmentation of an existing revolving fund.

#### **Authority:**

In accordance with Government Code section [16400](#), any state department for which an appropriation is made, may draw from that appropriation for use as a revolving fund. See SAM section [8100](#) for general procedures.

#### **Information:**

The revolving fund advance must be returned to the appropriation from which drawn upon expiration of the period of availability of the appropriation. In lieu of physically returning a revolving fund and withdrawing a new advance at the end of each fiscal year, departments may request the State Controller's Office ([SCO](#)) to apply the existing revolving fund as an increase in the balance of the appropriation from which it was drawn and as a withdrawal from the appropriation of the new fiscal year. Requests for such transfers are submitted to the SCO on a "Request for Revolving Fund Advance" form prescribed and supplied by that office.

A Claim Schedule, Std. Form [219TT](#) is prepared and submitted to the SCO in the same manner as for claims to reimburse the revolving fund. See SAM section [8170](#) for information on claims.

#### **Source Document:**

Claim Schedule. This type of claim will not be entered in the Claims Filed Register but will be journalized separately.

#### **Journal Entry for Revolving Fund Advance:**

Debit: 1130 Revolving Fund Cash

Credit: 3020 Claims Filed