

SAM – OFFICE REVOLVING FUNDS

RECEIPTS AND DISBURSEMENT VOUCHERS

8140

(Revised and Renumbered 2/1965)

Receipts for amounts received by the revolving fund will be prepared in accordance with SAM Section [8020](#).

Disbursement vouchers to be receipted by payees of revolving fund checks will be made only if the vendor does not provide invoices for these purchases. Revolving Fund Disbursement Voucher, [STD. 438](#) can be prepared as a carbon copy of the revolving fund check. These vouchers for payments by revolving fund check are used in lieu of invoices in reimbursement claims filed with the State Controller's Office. Agencies will not require employees to sign for receipt of revolving fund checks. See SAM Section 8112.2 for cash purchase fund disbursement vouchers.