

PERU STATE COLLEGE

REVOLVING FUND CHECK REQUEST

Revolving funds can be used for: Student travel ♦ Athletic team travel expense
 ♦ Conference registration fees *(please use the state purchasing card to pay for registration fees if possible.)*

REQUEST FOR CHECK(S)

** REQUIRED FEILD

DATE: _____

Reason for Checks: _____

Event Date: _____ Date Checks Will be Picked Up: _____

PLEASE NOTE: This request must be submitted to the Business Office two working days prior to pick up date.

Check(s) to be made payable to:

For:

Amount:

1. _____

2. _____

3. _____

4. _____

**Budget Entity to be Charged & SAP #: _____ **Total Request _____

**Request Approved by: _____ **Bus Office Approval _____

TO BE COMPLETED WHEN CHECK(S) ARE PICKED UP / RETURNED:

Picked up by: _____ Date: _____

Returned by: _____ Date: _____

OFFICE USE ONLY

Check Number	Original Amount	Text	GL/Account	Cost Center/WBS	Amount to Voucher

FINANCIAL REPORT

1. Total amount advanced _____
2. Less expenses (receipts must be obtained) _____
3. Amount Returned _____