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 FIELD  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: $0.00

**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

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Original Amount</th>
<th>Text</th>
<th>GL/Account</th>
<th>Cost Center/WBS</th>
<th>Amount to Voucher</th>
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FINANCIAL REPORT

1. Total amount advanced: _________________

2. Less expenses (receipts must be obtained): _________________

3. Amount Returned: _________________