

# REQUISITION TO COUNTY TREASURER FOR ADVANCE FROM GENERAL REVOLVING FUND

Date: \_\_\_\_\_

Request is hereby made for an advance of \$ \_\_\_\_\_ to be used for the following purpose:

Postage: \_\_\_\_\_ Office Supplies: \_\_\_\_\_ Travel: \_\_\_\_\_

**IF FOR TRAVEL:** Dates: \_\_\_\_\_ Person(s) Traveling: \_\_\_\_\_

I hereby declare that this purpose is a legal County charge for the purpose of claiming reimbursement and that I have monies available in the proper budget department \_\_\_\_\_.

**OR**

This is a legal charge for the purpose of claiming reimbursement from the State of California and the proper forms will be filed to claim that reimbursement for the revolving fund \_\_\_\_\_.

Department Head or Authorized Staff Member	Title	Initial Upon Receipt of Repayment	
Amount Received from Revolving Fund: \$ _____		_____	_____ (Treas.)
Partial Payment: _____ \$ _____ (Date)		_____	_____ (Treas.)
Balance Owing: _____ \$ _____			
Paid In Full: _____ \$ _____		_____	_____ (Treas.)

**Please retain your copy. Initialed requisition provides a record of receipt and repayment of funds.**