

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 _____.
ORThis 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.