

# 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**

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 \_\_\_\_\_