

REVOLVING GENERAL FUND REIMBURSEMENT SUMMARY

Date: _____ Location: _____

Check #	Check Date	Student ID	AP Test Refunds	Field Trip Refunds	Library Fine Refund	PE Uniform Refund	Textbook Refund	Other (Supplies, Postage, etc.)	
								Amount	Account Code
Bank Charges									190023LL.5599
Totals By Category									
			180027LL.28.5546	170027LL.27.5753	16742LL.84.5555	170027LL.18.5599	111027LL.5555		

AMOUNT TO BE REIMBURSED

Add: Current checkbook balance + _____
(balance after the last check listed above is deducted)

Add: Other (petty cash on hand, etc.) + _____

Deduct: Other (enter as a negative number) - _____
Explain - Bank fees, etc.

Total _____

Enter Total Fund Issue Amount _____
Should equal Total above; fix any difference

_____ Fund Custodian

_____ Principal or Supervisor