

**Effective July 1, 2021**

**CHIEF FINANCIAL OFFICER'S MEMORANDUM NO. 09**

**SUBJECT: REVOLVING FUND REIMBURSEMENT FOR UNINSURED LOSSES AND THEFT**

Section 216.271(5), Florida Statutes, allows for reimbursement to a revolving fund for uninsured losses and theft. This reimbursement shall be made from the fund in which the responsible operating department is budgeted, shall be voucher scheduled from an expense appropriation, and shall use object coded 419000 – Insurance - Other. The voucher should contain a certification by the responsible employee detailing the circumstances of the loss or theft and a police report should be attached to the voucher for any loss or theft that exceeds \$25.