

How Do I Repay The Working Fund?

Permanent

- A. The document number submitted on the request form should be completed and sent to FMO by the due date. Please include a copy of the original request. The A/R# that was emailed to the department after the request was approved must be in the invoice number field so that the receivable will be properly cleared.
- B. A spreadsheet listing all expenses, along with a receipt for each purchase of goods or services must be submitted with the document. If participants were given cash, each participant must sign for the amount received. On purchases where a receipt was not provided, the custodian must certify on the voucher what the money was used for and why a receipt is not available. It is possible that this amount would become taxable to the custodian.
- C. The document and all original receipts shall be submitted to Financial Management Operations prior to or on the Accounting Due Date.