

How Do I Request A Working Fund?

Permanent

To request a permanent working fund:

- A. Complete the Permanent Working Fund Request form at
- B. <http://finance.tamu.edu/fmo/wf/forms/permanent-working-fund-request.pdf>
- C. The custodian and the department head must sign the request form.
- D. Reference SAP21.01.03.M0.02 <http://rules-saps.tamu.edu/PDFs/21.01.03.M0.02.pdf>
- E. Send the completed request form to Director of Accounting at MS 6000.
- F. **PLEASE ALLOW FIVE (5) WORKING DAYS FOR PROCESSING YOUR REQUEST.**