

How Do I Request A Working Fund?

Temporary

To request a temporary working fund:

- A. An encumbrance must be established before the request is submitted. Use
- B. VID# 17460005311, encumber the funds by setting up a document in FAMIS using the appropriated document type: L or E, using the appropriate expense code(s).
- C. Complete the Temporary Working Fund Request Form at:
- D. <http://finance.tamu.edu/fmo/wf/forms/temporary-working-fund-request.pdf>
- E. The custodian and the department head must sign the request form.
- F. Reference: SAP21.01.03.M0.02 <http://rules-saps.tamu.edu/PDFs/21.01.03.M0.02.pdf>
- G. Send the completed request form to Financial Management Operations, Attention: Director of Accounting at MS 6000.
- H. Funds may be received up to 3 days before an event.
- I. **PLEASE ALLOW FIVE (5) WORKING DAYS FOR PROCESSING YOUR REQUEST.**