

**Texas A&M University
Permanent Working Fund Request**

**TO: Debbie Phair,
Director of Accounting
Financial Management Operations
MS 6000**

CUSTODIAN NAME : _____

A/R Customer #: WF68 _____
(UIN#)

Please establish a working fund (check made payable to _____

_____ include social security number or FEIN/or cash)

in the amount of \$ _____ from **Account** _____.

The purpose of this fund is:

_____.

We request the fund be available on _____ and must be certified for continued need or returned to Financial Management Services **within one (1) year of receipt.**

Please feel free to contact me at _____ should you have any questions.

APPROVED:

Department Head Signature

Date

I have read and understood System Regulation 21.01.02., Receipt, Custody and Deposit or Revenues and 21.01.03 Disbursement of Funds. I am responsible for the safety and accountability of the funds.

Fund Custodian _____

Type Name

Date

Fund Custodian _____

Signature

Date

Allow 5 days for the fund to be set up.